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1. Accounting

The Financial Management Journal view window is presented when the user logs into the Financials application.

Title Bar Text: Unless otherwise stated, this is the standard for title bar text. If the dialog is in presented “Add Mode” the word “Add” will be appended to the title bar text. If the dialog is presented in “Edit Mode” the word “Edit” will be appended to the title bar text. If the dialog is presented in “View Mode” or has no mode, the title bar text will not be adjusted.

OK Button: Unless otherwise stated, this is the standard for OK button. If the dialog is in presented “Add Mode” or “Edit Mode” the OK button will be enabled and the default button. If the dialog is presented in “View Mode” or has no mode, the OK button will not be shown.

Cancel Button: Unless otherwise stated, this is the standard for Cancel button. If the dialog is in presented “Add Mode” or “Edit Mode” the Cancel button will be enabled and the cancel button. If the dialog is presented in “View Mode” or has no mode, the Cancel button will not be shown.

Close Button: Unless otherwise stated, this is the standard for Close button.

If the dialog is in presented “Add Mode” or “Edit Mode” the Close button will be not be shown. If the dialog is presented in “View Mode” or has no mode, the Close button will be the default button and the cancel button.

Upon selection of the desktop icon, the system will check the permissions for the currently logged-on user to determine if they have the appropriate permissions to view the journal or rebate information. When the user does not have the permissions to view both the journal and rebate information, the system will invoke a standard error message with the text “You do not have the necessary permissions to view Journal Application. Please see the supervisor.”

1.1 Toolbar



Figure 1 – Financial Toolbar

1.1.1 Filter Journal View Toolbar Button

See File Menu Option for Filter Journal View. Filter Journal View Toolbar Button is enabled when the WIC Financial Management Journal View window is active. The tool tip will be Filter Journal View.

1.1.2 Reports Toolbar Button

See File Menu Option for Reports. Reports Toolbar Button is enabled when the WIC Financial Management application is active. The tool tip will be Reports.

1.1.3 System Tools Toolbar Button

See the Vendor Section 23 for System Tools. The System Tools Toolbar Button is enabled when the WIC Financial Management application is active. The tool tip will be System Tools.

1.1.4 Exit Financial Management Toolbar Button

See File Menu Option for Exit. Exit Financial Management Application Toolbar Button is enabled when the WIC Financial Management application is active. The tool tip will be Exit Financial Management.

1.1.5 Add Journal Toolbar Button

See Journal Menu Option for Add Journal. Add Journal Toolbar Button is enabled when the WIC Financial Management Journal View window is active. The tool tip will be Add Journal.

1.2 Menu Bar – Static Menus

1.2.1 File Menu Options

The File menu will be used to print reports and to exit the application. File Menu is enabled when the WIC Financial Management window is active. The File Menu will consist of the following menu items:

- File
 - Filter Journal View
 - System Tools
 - Reports
 - Exit

1.2.1.1 Filter Journal View Menu Option

This menu option allows the user to filter the journal entries display on the WIC Financial Management Journal Information grid. This menu option will be enabled when the menu bar is active. It has a mnemonic of “T” and does not have a shortcut key. The selected filter options are retained for the grid refresh functions.

1.2.1.2 System Tools Menu Option

This menu option allows the user to change their password and select a different printer. This menu option will be enabled when the menu bar is active. It has a mnemonic of “T” and does not have a shortcut key.

1.2.1.3 Reports Menu Option

This menu option allows the user to generate reports. This menu option will be enabled when the menu bar is active. It has a mnemonic of “R” and does not have a shortcut key.

1.2.1.4 Exit Menu Option

This menu option allows the user to exit the application. This menu option will be enabled when the menu bar is active. It has a mnemonic of “X” and has a shortcut key of F3.

1.2.2 View Menu Options

The View menu will be used to navigate through the application by changing the Financial Management Main Window view. The View Menu will consist of the following menu items:

- View
 - Journal
 - Rebate Suppliers
 - Refresh View

1.2.2.1 Journal Menu Option

This menu option allows the user to display the WIC Financial Management Journal Information. This menu option will be enabled when the menu bar is active. It has a mnemonic of “J” and does not have a shortcut key.

1.2.2.2 Rebate Suppliers Menu Option

This menu option allows the user to display the WIC Financial Management Rebate Supplier Information. This menu option allows the user to view rebate suppliers. This menu option will be enabled when the menu bar is active. It has a mnemonic of “R” and does not have a shortcut key.

1.2.2.3 Refresh View Menu Option

This menu option allows the user to refresh the grid for the current view, Journal or Rebate Suppliers. This menu option will be enabled when the menu bar is active. It has a mnemonic of “V” and has a shortcut key of F5.

1.2.3 Help Menu Options

The Help menu will be used to access help topics. The Help Menu consist of the following menu items:

- Help
 - Help on Screen
 - Financial Management Help Topics
 - About Financial Management

1.2.3.1 Help On Screen Menu Option

This menu option allows the user to display the Help On Screen. It has a mnemonic of “S” and a shortcut key of F1.

1.2.3.2 Financial Management Help Topics Menu Option

This menu option allows the user to display the Financial Management Help Topics. It has a mnemonic of “F” and does not have a shortcut key.

1.2.3.3 Help About Financial Management Menu Option

This menu option allows the user to display the About Financial Management Window. The state name will appear on the About Financial Management dialog. It has a mnemonic of “A” and does not have a shortcut key.

1.2.4 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Menu Bar.

1.2.4.1 File Menu- Filter Journal View Menu Option

Upon selection of this menu option, the system will invoke the Filter Journal View dialog. The Filter Journal View selections are defaulted at logon. The most recent filter journal view selections are retained and applied when the journal view grid is refreshed.

1.2.4.2 File Menu- System Tools Menu Option

Upon selection of this menu option, the system will invoke the System Tools dialog.

1.2.4.3 File Menu- Reports Menu Option

Upon selection of this menu option, the system will invoke the Generate Reports dialog.

1.2.4.4 File Menu- Exit Menu Option

Upon selection of this menu option, the system will dismiss the Financial Management application.

1.2.4.5 View Menu - Journal Menu Option

Upon selection of the menu option, the system will check the permissions for the currently logged-on user to determine if they have the appropriate permissions to view the view the journal information. When the user does not have the appropriate permissions, the system will invoke a standard error message with the text “You do not have the necessary permissions to view the Journal Application. Please see the supervisor.”

Upon selection of this menu option when the user has the appropriate permissions, the system will invoke the Financial Management Journal View Window. The Journal menu option will be visible and enabled. The Rebate Suppliers menu option will not be visible.

1.2.4.6 View Menu - Rebate Suppliers Menu Option

Upon selection of the menu option, the system will check the permissions for the currently logged-on user to determine if they have the appropriate permissions to view the view the rebate information. When the user does not have the appropriate permissions, the system will invoke a standard error message with the text “You do not have the necessary permissions to view the Rebate Application. Please see the supervisor.”

Upon selection of this menu option when the user has the appropriate permissions, the system will invoke the Financial Management Rebate Supplier View Window. The Rebate Supplier menu option will be visible and enabled. The Journal menu option will not be visible.

1.2.4.7 View Menu - Refresh View Menu Option

Upon selection of this menu option, the grid for the selected view will be refreshed. The most recent filter journal view selections are retained and applied when the journal view grid is refreshed.

1.2.4.8 Help Menu - Help On Screen Menu Option

Upon selection of this menu option, the system will invoke the Help On Screen dialog will be displayed.

1.2.4.9 Help Menu – Financial Management Help Topics Menu Option

Upon selection of this menu option, the system will invoke the Financial Management Help Topics dialog.

1.2.4.10 Help Menu – About Financial Management Menu Option

Upon selection of this menu option, the system will invoke the About Financial Management dialog.

1.3 Generate Reports Window

This section describes the reports that can be printed from the financials application. See the Print Criteria in the Generate Reports and Reports sections.

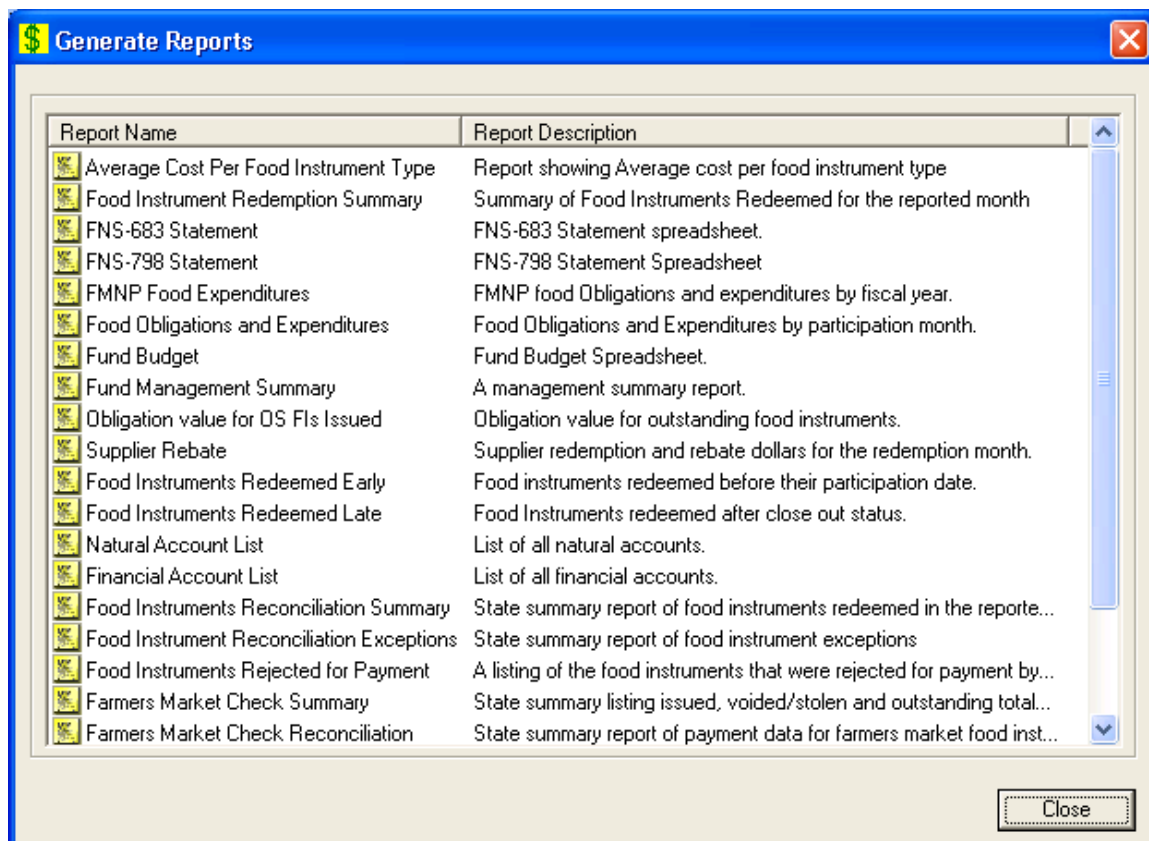


Figure 2 - Generate Reports Dialog

1.3.1 Controls

This section describes the behavior of the controls on the Reports dialog.

1.3.1.1 Reports Display List Grid

This view only grid displays a list of the reports. See the Print Criteria in the Generate Reports and Reports sections.

This is a single selection read-only grid. The columns are sizable. Both scroll bars are visible. The information on the grid is presented in the order the reports were added. There is no option for resorting. It will have the following columns:

- Report Name
- Report Description

1.3.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Reports Dialog.

See the Generate Reports and Reports sections for the selected report.

1.3.2.1 Close

Upon selection of the Close button, the system will dismiss the Reports dialog and present the Financial Management Window.

1.4 Financial Management Window - Journal View

The Financial Management Window is presented upon user validation after invoking the Financial Management Application from the Windows desktop. The Financial Management Journal view window is initially presented with no data. The dialog is populated with journal transactions selected via the search feature under the View menu Filter submenu option.

Using the Journal menu, an authorized user will be able to add a new journal entries, edit an existing suspended journal entry, view a posted journal entry, delete a suspended journal entry, maintain the accounting schedule and view activity on a selected financial account.

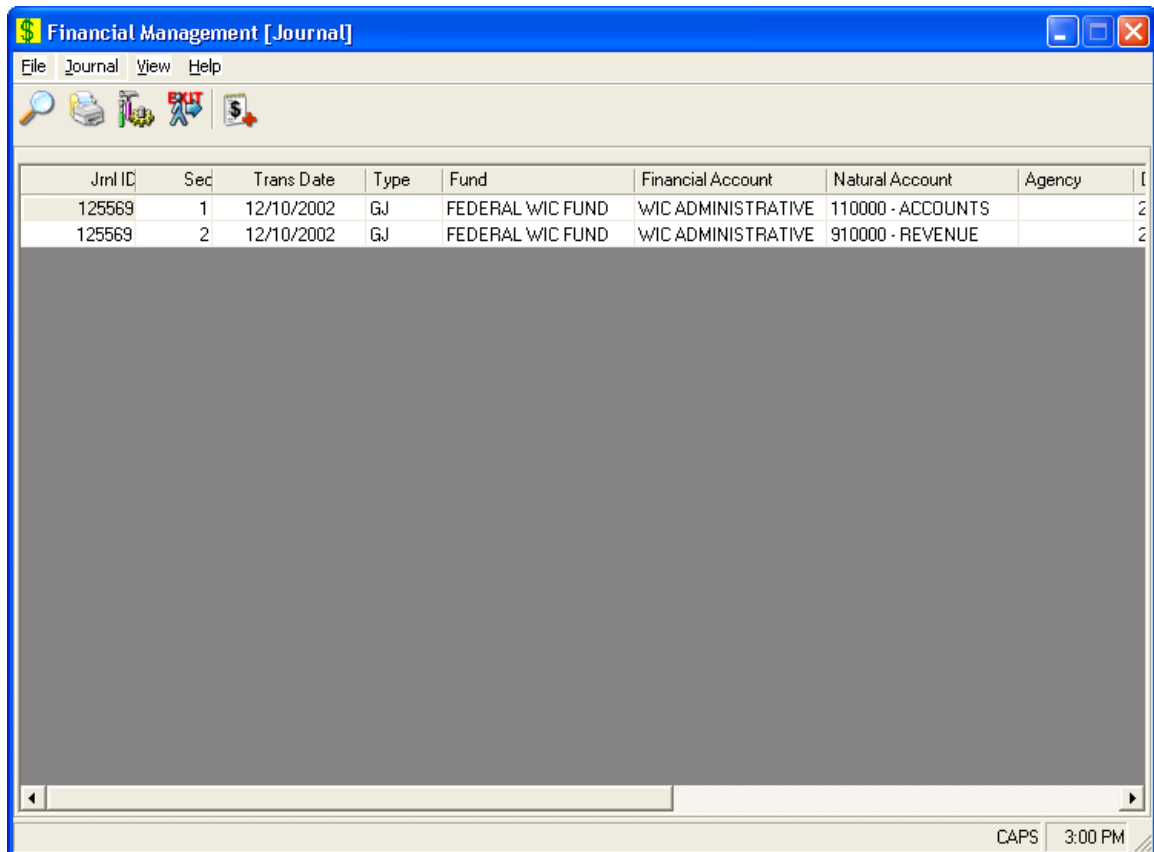


Figure 3 - Financial Management Window - Journal View

1.4.1 Controls

This section describes the behavior of the controls on the Journal Entry Transactions View.

1.4.1.1 Journal Entries View Grid

This view only grid displays information about journal entry transactions specified by the filter.

This is a single selection read-only grid. The columns are sizable. Both scroll bars are visible. The information on the grid is initially presented in ascending journal identifier and sequence order. The user is allowed to sort the resulting list by checking the Sort by Transaction Date checkbox on the Filter Journal View dialog.

It will have the following columns: Journal ID, Journal Transaction Sequence, Transaction Date, Type, Fund, Financial Account, Natural Account, Transaction Description, Agency, Debit, Credit, Post Period, and Posted Date.

1.4.1.1.1 ID Column

The column will be enabled when the grid is enabled. It is a read only field.

1.4.1.1.2 Seq Column

The column will be enabled when the grid is enabled. It is a read only field.

1.4.1.1.3 Trans Date Column

The column will be enabled when the grid is enabled. It is a read only field. The user is allowed to sort the list by transaction date in ascending or descending order by clicking on the column heading. The format will be MM/DD/CCYY.

1.4.1.1.4 Type Column

The column will be enabled when the grid is enabled. It is a read only field.

1.4.1.1.5 Fund Column

The column will be enabled when the grid is enabled. It is a read only field.

1.4.1.1.6 Financial Account Column

The column will be enabled when the grid is enabled. It is a read only field.

1.4.1.1.7 Natural Account Column

The column will be enabled when the grid is enabled. It is a read only field.

1.4.1.1.8 Agency Column

The column will be enabled when the grid is enabled. It is a read only field.

1.4.1.1.9 Description Column

The column will be enabled when the grid is enabled. It is a read only field.

1.4.1.1.10 Debit Column

The column will be enabled when the grid is enabled. It is a read only field. The format is currency (###,###,###.##).

1.4.1.1.11 Credit Column

The column will be enabled when the grid is enabled. It is a read only field. The format is currency (###,###,###.##).

1.4.1.1.12 Post Period Column

The column will be enabled when the grid is enabled. It is a read only field.

1.4.1.1.13 Posted Date Column

The column will be enabled when the grid is enabled. It is a read only field.

1.4.2 Journal Menu Option

The Journal menu will be used to initiate actions to affect the journal entries list. This menu option will be visible and enabled when the current view of the Financial Management window is Journal. The menu will consist of the following menu items:

- Journal
- Add
- Edit
- Details
- Financial Account Inquiry
- Accounting Schedule List
- Funds List
- Financial Accounts List
- Natural Accounts List
- Financial Statement List

1.4.2.1 Add Menu Option

This menu option allows the user to enter a new journal. This menu option will be enabled when the menu bar is active. It has a mnemonic of "A" and does not have a shortcut key.

1.4.2.2 Edit Menu Option

This menu option allows the user to edit the suspended Journal Entry for the currently selected Journal Entry ID on the journal entry transaction list, or view the Journal Entry if it posted. This menu option will be enabled when the menu bar is active. It is disabled if there are no records in the grid. It has a mnemonic of “E” and does not have a shortcut key.

1.4.2.3 Details Menu Option

This menu option allows the user to view the Journal Entry for the currently selected Journal Entry ID on the journal entry transaction list. This menu option will be enabled when the menu bar is active. It is disabled if there are no records in the grid. It has a mnemonic of “T” and does not have a shortcut key.

1.4.2.4 Financial Account Inquiry Menu Option

This menu option allows the user to view the Financial Accounts Inquiry. This menu option will be enabled when the menu bar is active. It is disabled if there are no records in the grid. It has a mnemonic of “I” and does not have a shortcut key.

1.4.2.5 Accounting Schedule List Menu Option

This menu option allows the user to view the Accounting Schedule. This menu option will be enabled when the menu bar is active. It is disabled if there are no records in the grid. It has a mnemonic of “G” and does not have a shortcut key. .

1.4.2.6 Funds List Menu Option

This menu option allows the user to view the Funds List. This menu option will be enabled when the menu bar is active. It is disabled if there are no records in the grid. It has a mnemonic of “U” and does not have a shortcut key.

1.4.2.7 Financial Accounts List Menu Option

This menu option allows the user to view the Financial Accounts List. This menu option will be enabled when the menu bar is active. It is disabled if there are no records in the grid. It has a mnemonic of “F” and does not have a shortcut key.

1.4.2.8 Natural Accounts List Menu Option

This menu option allows the user to view the Natural Accounts List. This menu option will be enabled when the menu bar is active. It is disabled if there are no records in the grid. It has a mnemonic of “N” and does not have a shortcut key. .

1.4.2.9 Financial Statements List Menu Option

This menu option allows the user to view the Financial Statements List. This menu option will be enabled when the menu bar is active. It is disabled if there are no records in the grid. It has a mnemonic of “S” and does not have a shortcut key.

1.4.3 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Management Journal View Window.

Currently, there is no processing defined for this panel.

1.4.3.1 Windows Close “X” Button

Upon selection of the Close “X” button, the system will dismiss the Financial Management Window and exit the financials application.

1.4.3.2 Journal Menu Option

The Journal menu option will be used to initiate actions to affect the journal entries list. The option will be visible and enabled when the Financial Management Journal View Window is enabled. The following items are available on the menu.

1.4.3.3 Add Menu

Upon selection of the menu option, the system will present the Journal Entry dialog to allow the user to enter a new journal entry.

1.4.3.4 Edit Menu

If an entry is not selected, the system will present a critical error message that states, “A selection is required in the Journal Transaction list”.

Upon selection of the menu option, the system will present the Journal Entry dialog for the currently selected Journal Entry ID on the journal entry transaction list. The mode will be update if the selected a suspended journal entry and view only for a posted journal entry.

1.4.3.5 Details Menu

If an entry is not selected, the system will present a critical error message that states, “A selection is required in the Journal Transaction list”.

Upon selection of the menu option, the system will present the Journal Entry dialog for the currently selected Journal Entry ID on the journal entry transaction list.

1.4.3.6 Financial Account Inquiry menu Option

Upon selection of the menu option, the system will present the Financial Accounts Inquiry dialog.

1.4.3.7 Accounting Schedule menu Option

Upon selection of the menu option, the system will present the Accounting Schedule dialog.

1.4.3.8 Funds List menu Option

Upon selection of the menu option, the system will present the Funds List dialog.

1.4.3.9 Financial Accounts List menu Option

Upon selection of the menu option, the system will present the Financial Accounts List dialog.

1.4.3.10 Natural Accounts List menu Option

Upon selection of the menu option, the system will present the Natural Accounts List dialog.

1.4.3.11 Financial Statements List menu Option

Upon selection of the menu option, the system will present the Financial Statements dialog.

1.5 Filter Journal View Dialog

The Filter Journal dialog allows the user to specify search criteria used to filter the entire list of journal transactions to those that are of particular interest to the user. The Financial Management - Journal View is initially presented empty. The system will present the Filter Journal dialog simultaneously over the Financial Management Window to allow the user to specify the initial filter criteria upon initial presentation. The user can recall the dialog by selecting the Filter Journal View option.

Filter Journal View

☒ Select by Transaction Date

Starting Date: 01/15/2002 Ending Date: 01/15/2002

Journal ID: 421402

Accounting Period: 01/2004

Journal Type: General Journal

Fund: FEDERAL WIC NSA BASE GRANT

Financial Account: WIC ADMINISTRATIVE

Natural Account: 641220 - EQUIPMENT DIRECT PURCHASE COMPUTERS PRINTERS

Agency: (all)

Status: Suspended

Value Type: Actual

Created By: (all)

☐ Sort by Transaction Date

OK Cancel

Figure 4 - Filter Journal View Dialog

1.5.1 Controls

This section describes the behavior of the controls on the Filter Journal Transaction dialog.

1.5.1.1 Select By Transaction Date Checkbox

This control allows the user to enable and disable the transaction starting and ending date controls. The control will be enabled when the dialog is enabled. The starting and ending dates will be enabled when this control is checked. This control will default to checked upon initial presentation.

1.5.1.2 Starting Date Masked Edit

Each journal entry contains the date the transaction occurred. An entry into this control and the Starting and Ending Transaction Date controls allows the user to specify a range of journal entry transaction dates for search criteria. This control will be enabled when the Filter Journal View dialog is enabled if the Select By Transaction Date checkbox control is checked. This control will be disabled if the Select By Transaction Date checkbox control is not checked. The masked date control will only accept entry of numeric digits. The mask on the control will be “MM/DD/CCYY” to accept a date with a four digit year. This control will default to today’s date upon initial presentation.

1.5.1.3 Ending Date Masked Edit

Each journal entry contains the date the transaction occurred. An entry into this control and the Starting and Ending Transaction Date controls allows the user to specify a range of journal entry transaction dates for search criteria. This control will be enabled when the Filter Journal View dialog is enabled if the Select By Transaction Date checkbox control is checked. This control will be disabled and cleared if the Select By Transaction Date checkbox control is not checked. The masked date control will only accept entry of numeric digits. The mask on the control will be “MM/DD/CCYY” to accept a date with a four digit year. This control will default to today’s date upon initial presentation.

1.5.1.4 Journal ID Text Box

This control allows the user to enter the Journal ID as search criteria. A Journal ID and a Journal Sequence Number is assigned to each journal entry posted in the system for audit control purposes. It defaults to blank. The control will be enabled when the Filter Journal View dialog is enabled. This control will only accept entry of numeric digits.

1.5.1.5 Accounting Period Dropdown List

This control allows the user to select one or all accounting periods as search criteria. Each journal transaction posted to the system is assigned an accounting period code (fiscal year and month). The control will be enabled when the Filter Journal View dialog is enabled. It will be filled with all the accounting periods in the accounting period table sorted in descending chronological (CCYYMM) order by accounting period, plus “(all)”. This control will default to “(all)” upon initial presentation.

1.5.1.6 Journal Type Dropdown List

This control allows the user to select the journal type as search criteria. Each journal entry is classified by journal type. The control will be enabled when the Filter Journal View dialog is enabled. It will be filled with all the journal types in the journal type table sorted in ascending alphabetical order. It will default to General Journal.

1.5.1.7 Fund Dropdown List

This control allows the user to select one or all funds as search criteria. Each journal transaction posted to the system is assigned a fund identifier. The control will be enabled when the Filter Journal View dialog is enabled. It will be filled with all the funds in the fund table sorted in ascending alphabetical order, plus “(all)”. This control will default to “(all)” upon initial presentation.

1.5.1.8 Financial Account Dropdown List

This control allows the user to select one or all of the financial accounts as search criteria. Each journal transaction posted to the system is assigned a financial account number. The control will be enabled when the Filter Journal View dialog is enabled. It will be filled with all the accounts in the financial accounts table sorted in ascending alphabetical order, plus “(all)”. This control will default to “(all)” upon initial presentation.

1.5.1.9 Natural Account Dropdown List

This control allows the user to select one or all of the natural accounts as search criteria. Each journal transaction posted to the system is assigned a natural account number. The control will be enabled when the Filter Journal View dialog is enabled. It will be filled with all the accounts (account code - description) in the natural accounts table sorted in ascending order by natural account code, plus “(all)”. This control will default to “(all)” upon initial presentation.

1.5.1.10 Agency Dropdown List

This control allows the user to select one or all agencies as search criteria. The control will be enabled when the Filter Journal View dialog is enabled. It will be filled with all the agencies in the agency table sorted in ascending alphabetical order, plus “(all)”. This control will default to “(all)” upon initial presentation.

1.5.1.11 Status Dropdown List

This control allows the user to select a status as search criteria. The control will be enabled when the Filter Journal View dialog is enabled. It will be filled with all the statuses in the status table sorted in ascending alphabetical order, plus “(all)”. This control will default to “Suspended” upon initial presentation.

1.5.1.12 Value Type Dropdown List

This control allows the user to select the value type as search criteria. Each journal transaction posted to the system is assigned a value type. The control will be enabled when the Filter Journal View dialog is enabled. It will be filled with all the value types in the value type table sorted in ascending alphabetical order, plus “(all)”. This control will default to “Actual” upon initial presentation.

1.5.1.13 Created by Dropdown List

This control allows the user to select one or all user names as search criteria. Each journal entry is marked in the system with the user identifier of the person who created the entry. The control will be enabled when the Filter Journal View dialog is enabled. It will be filled with all the user names in the user table sorted in ascending alphabetical order, plus "(all)". This control will default to "(all)" upon initial presentation.

1.5.1.14 Sort by Transaction Date Checkbox

This control allows the user to select to override the sort order by transaction date. The control will be enabled when the Filter Journal View dialog is enabled. It will be unchecked.

1.5.1.15 OK Button

This control allows the user to refresh the journal view grid using the search criteria specified to select data. The control will be enabled when the Filter Journal View dialog is active. Characteristics for the OK button are defined in *Consistencies*.

1.5.1.16 Cancel Button

This control allows the user to exit the Filter Journal View dialog. The control will be enabled when the Filter Journal View dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

1.5.2 Edits

If the user types an invalid starting date the system will present a critical error message that states, "Invalid date entered."

If the Ending Transaction Date is specified then the Starting Transaction Date must also be specified. If this does not occur the system will present a critical error message at the time the user presses the Search button that states, "An entry is required for the Starting."

If the Ending Transaction Date is specified then the Ending Transaction Date must be equal to or greater than the Starting Transaction Date. If this does not occur the system will present a critical error message at the time the user presses the Search button that states, "Starting must be equal to or less than Ending."

If the Select By Transaction Date is checked and the Starting Transaction Date is not specified, the system will present a critical error message at the time the user presses the Search button that states, "An entry is required for the Starting."

If the user types an invalid Ending Date the system will present a critical error message that states, "Invalid date entered."

If the Starting Transaction Date is specified then the Ending Transaction Date must also be specified. If this does not occur the system will present a critical error message at the time the user presses the Search button that states, "An entry is required for the Ending."

1.5.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Filter Journal View dialog.

1.5.3.1 OK

Upon selection of the OK button, the system will refresh the grid on the Financial Management Journal View Window.

If zero rows of data are returned from the search, the system will issue an informational message stating, "No Journal Transactions found to match the search criteria."

If more than 1000 rows of data will be returned from the search the system will issue a warning error message stating, "<nnnn> records were found to match the search criteria. Do you wish to continue?" "Yes" will continue. "No" will cancel the search.

1.5.3.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Filter Journal View dialog and return to the Financial Management Journal View Window.

1.6 Journal Dialog

The Journal dialog allows the user to enter general journal information for budget, actual and forecast values and to add journal transactions on each account. This dialog is presented from the Financial Management Journal View Window.

Sec	Trans Date	Fund	Financial Account	Natural Account	Agency	Debit
1	12/10/2002	FEDERAL WIC FUND	WIC ADMINISTRATIVE	110000 - ACCOUNTS		8,000,000.00
2	12/10/2002	FEDERAL WIC FUND	WIC ADMINISTRATIVE	910000 - REVENUE		0.00

Total Debits \$8,000,000.00 Total Credits \$8,000,000.00

Figure 5 - Journal Dialog

1.6.1 Controls

This section describes the behavior of the controls on the Journal dialog.

1.6.1.1 Journal ID Text Box

This control shows the unique journal ID generated by the system when new journal is selected from the journal menu. The control will is always disabled.

1.6.1.2 Status Text Box

This control shows the current status of the journal. The control will is always disabled. This control will default to "Suspended" when the journal is created. It will display the current status for edit and view.

1.6.1.3 Accounting Period Dropdown List

This control allows the user to select the accounting period for the journal entry. Each journal transaction posted to the system is assigned an accounting period code (fiscal month and year). The control will be enabled when the Journal dialog is enabled. It will be filled with all accounting periods "Open for Adjustment" in the accounting period table sorted in ascending chronological order by accounting period. This is displayed in MM/CCYY format. It defaults to blank. It is disabled when transactions are entered, since the transaction dates must be within the accounting period.

1.6.1.4 Created by Text Box

This control displays the name of the user signed on. This is the user who initially created the entry. The control is always disabled. This control will default to the name of the signed on user when the journal is created. It displays the name of the user who created the journal for edit and view.

1.6.1.5 Journal Type Dropdown List

This control allows the user to select the journal type. The control will be enabled when the Journal dialog is enabled for add and edit a financial account. It is disabled for view. It will be filled with all the types in the journal type table in alphabetical order. This control will default to General Journal.

1.6.1.6 Value Type Radio Buttons

This control allows the user to indicate whether this is an actual, budget or forecast journal entry. The control will be enabled when the Journal dialog is enabled for add and edit a journal entry. It is disabled for view. It will default to Actual.

1.6.1.7 Journal Description Text Box

This control allows the user to enter descriptive text for this journal entry. The control will be enabled when the Journal dialog is enabled for add and edit a financial account. It is disabled for view. It is initially defaulted to blank. This control will only accept entry of the following characters including both upper and lower case:
1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#&

1.6.1.8 Journal Transactions Grid

This control allows the user to view journal transactions for this general journal entry, detail account transactions recorded against funds and accounts. This is a single selection read-only grid. The columns are sizable. Both scroll bars are visible. The information on the grid is presented in ascending order by journal transaction sequence. It is initially defaulted to blank.

It will have the following columns: Sequence, Transaction Date, Fund, Financial Account, Natural Account, Agency, Debit, Credit, Transaction Description, and Post Period.

1.6.1.8.1.1 Sequence Column

The column will be enabled when the grid is enabled. It is a read only field.

1.6.1.8.1.2 Transaction Date Column

The column will be enabled when the grid is enabled. It is a read only field.

1.6.1.8.1.3 Fund Column

The column will be enabled when the grid is enabled. It is a read only field.

1.6.1.8.1.4 Financial Account Column

The column will be enabled when the grid is enabled. It is a read only field.

1.6.1.8.1.5 Natural Account Column

The column will be enabled when the grid is enabled. It is a read only field.

1.6.1.8.1.6 Agency Column

The column will be enabled when the grid is enabled. It is a read only field.

1.6.1.8.1.7 Debit Column

The column will be enabled when the grid is enabled. It is a read only field.

1.6.1.8.1.8 Credit Column

The column will be enabled when the grid is enabled. It is a read only field.

1.6.1.8.1.9 Transaction Description Column

The column will be enabled when the grid is enabled. It is a read only field.

1.6.1.8.1.10 Post Period Column

The column will be enabled when the grid is enabled. It is a read only field.

1.6.1.9 Total Debits Label

This control displays the grid's debit column total. The control is always disabled. This control will be set to the sum total of the debits column.

1.6.1.10 Total Credits Label

This control displays the grid's credit column total. The control is always disabled. This control will be set to the sum total of the credits column.

1.6.1.11 Add Trans Button

This control saves general journal information and presents the Journal transaction dialog. The control will be enabled when the Journal dialog is enabled. It will be disabled for posted entries. It has a mnemonic of "A".

1.6.1.12 Edit Trans Button

This control saves general journal information and presents the Journal transaction dialog for the selected grid item. The control will be enabled when the Journal dialog is enabled. It will be disabled for posted entries. It has a mnemonic of "E".

1.6.1.13 Delete Trans Button

This control deletes journal transaction information for the selected grid item. When this option is selected, the system will prompt the user to confirm the delete operation. The control will be enabled when the Journal dialog is enabled. It will be disabled for posted entries. It has a mnemonic of "D".

1.6.1.14 Details Button

This control saves general journal information and presents the Journal transaction dialog for the selected grid item. The control will be enabled when the Journal dialog is enabled. It has a mnemonic of "T". It will be the default button if the journal entry is posted.

1.6.1.15 Post Button

This control allows the user to save the general journal and all journal transactions as posted. The control will be enabled when the Journal dialog is enabled. It will be disabled for posted entries. It has a mnemonic of "P".

1.6.1.16 Suspend Button

This control allows the user to save the journal and all journal transactions as suspended. It will be disabled for view and posted entries. It has a mnemonic. The control will be enabled when the Journal dialog is enabled. It will be disabled for posted entries. It has a mnemonic of "S". It will be the default button for the dialog.

1.6.1.17 Import Button

This control presents the Import Journal transactions dialog allowing the user to choose a file and import a set of journal transactions into the grid of the Journal displayed. The control will be enabled when the Journal dialog is enabled. It will be disabled for posted entries. It has a mnemonic of "I".

1.6.1.18 Delete Entry Button

This control allows the user to delete the Journal and all of its journal transactions if it is suspended. The system will prompt the user to confirm the delete operation. The control will be enabled when the Journal dialog is enabled. It will be disabled for posted entries. It has a mnemonic of "L".

1.6.1.19 Cancel Button

This control allows the user to exit the Journal dialog. The control will be enabled when the Journal dialog is enabled for add and edit. Characteristics for the Cancel button are defined in *Consistencies*.

1.6.1.20 Close Button

This control allows the user to exit the Journal dialog. The control will be enabled when the Journal dialog is enabled for posted entries and view. Characteristics for the Close button are defined in *Consistencies*.

1.6.2 Edits

If the Accounting Period is not selected the system will present a critical error message that states, "A selection is required in the {control}."

If a Journal Type is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

If neither Value Type radio button control is valued, the system will present a critical error message that states, "A selection is required in the {control}."

If the Journal Description is left blank, the system will present a critical error message that states, "An entry is required for the {control}."

When the Edit Trans Button is selected, if a grid row is not selected, the system will present a critical error message that states, "A selection is required in the Journal Transaction List".

When the Delete Trans Button is selected, if a grid row is not selected, the system will present a critical error message that states, "A selection is required in the Journal Transaction List".

When the Details Button is selected, if a grid row is not selected, the system will present a critical error message that states, "A selection is required in the Journal Transaction List".

When the Post Button is selected, if there are no journal transactions, the system will present a critical error message that states, “Journal transactions are required”.

When the Post Button is selected, if the sum of the debits and credits are not equal and are not greater than zero, the system will present a critical error message that states, “The sum of the debits and credits must be greater than zero and in balance based on the accounts normal balance”.

When the Post Button is selected, if the sum of the debits and credits net to zero (combine two separate journal entries into one journal entry with transactions on accounts that void each other), the system will present a critical error message that states, “The sum of the debits and credits must be greater than zero and in balance based on the accounts normal balance”.

When the Delete Entry is selected, if the journal is posted, the system will present a critical error message that states, “Delete is not allowed on a posted journal.”

1.6.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Journal dialog.

1.6.3.1 Add Trans

Upon selection of the Add Trans button, the system will save the journal and present the Journal transaction dialog. If the mode is Add Journal, the mode will be set to Edit Journal once the journal has been saved to the database.

1.6.3.2 Edit Trans

Upon selection of the Edit Trans button, the system will save the journal and present the Journal transaction dialog.

1.6.3.3 Delete Trans

Upon selection of the Delete Trans button, the system will prompt the user to confirm to delete the selected journal transaction if it is suspended. If the user logged in has permission to delete, the system will display a standard message with the text: “Are you sure you want to delete this Journal Transaction?” The message box will have Yes and No buttons. Upon selection of the Yes button, the system will delete the selected journal transaction. Control will return to the Journal dialog and the contents of the journal transaction grid will be refreshed. Upon selection of the No button, control will return to the Journal dialog without deleting the journal.

1.6.3.4 Details

Upon selection of the Details button, the system will present the Journal transaction dialog to view the selected item.

1.6.3.5 Post

Upon selection of the Post button, the system will validate and save the journal data, validate and save all of the journal transactions, validate the journal balances, update the account summary and then dismiss the Journal dialog. Control will return to the Financial Management Journal View Window.

The journal cannot be posted until the sum of debits and the sum of credits are greater than zero and match.

1.6.3.6 Suspend

Upon selection of the Suspend button, the system will validate the journal and save the journal and all of its journal transactions as suspended then dismiss the Journal dialog. Control will return to the Financial Management Journal View Window.

Upon suspend, the edit is bypassed to validate that the sum of debits is equal to the sum or credits. The journal cannot be posted until they are greater than zero and match.

1.6.3.7 Import

Upon selection of the Import button, the system will validate and save the journal then present the Import Journal File dialog to prompt the user to select a file of journal transactions to import into the system. The purpose of import is to reduce the manual labor by automating the entry of actual expenses exported from the Department of Accounting system. Control will return to the Journal dialog.

1.6.3.8 Delete Entry

Upon selection of the Delete Entry button, the system will prompt the user to delete a journal and all of its journal transactions if it is suspended. If the user logged in has permission to delete, the system will display a standard message with the text: "Are you sure you want to delete this Journal?" The message box will have Yes and No buttons. Upon selection of the Yes button, the system will delete the journal and all of its journal transactions. If the delete operation is confirmed, the system the delete the journal and its journal transactions, and dismiss the Journal dialog. Control will return to the Financial Management Journal View Window. Upon selection of the No button, control will return to the Journal dialog without deleting the journal.

1.6.3.9 Cancel

Upon selection of the Cancel button, the system will dismiss the Journal dialog and present the Financial Management Journal View Window.

1.6.3.10 Close

Upon selection of the Close button, the system will dismiss the Journal dialog and present the Financial Management Journal View Window.

1.7 Journal Transaction Dialog

The Journal Transaction dialog is presented from the Journal dialog. It allows the user to define a new journal transaction and view or modify information on an existing journal transaction for the specified general journal.

Edit Journal Transaction

Journal

Journal ID: 144339 Status: Suspended
Accounting Period: 12/2001 Created By: ONE TRAIN
Journal Type: General Journal
Value Type: Actual
Journal Description: 2001 December Actual Food Expense

Journal Sequence: 2
Transaction Date: 12/31/2001
Fund: FEDERAL WIC FOOD BASE GRANT
Financial Account: NUTRITION
Natural Account: 110036 - NUTRITION / FOOD
Agency:
Debit: 1,000,000.00
Credit: 0.00
Transaction Description: 2001 December Actual Food Expense
☐ Post Period

OK Cancel

Figure 6 - Journal Transaction Dialog

1.7.1 Controls

This section describes the behavior of the controls on the Journal Transaction dialog.

1.7.1.1 Journal ID Text Box

This control shows the unique general journal ID for the general journal associated with this journal transaction. The control is always disabled.

1.7.1.2 Status Text Box

This control shows the current status of the general journal associated with this journal transaction. The control is always disabled.

1.7.1.3 Accounting Period Text Box

This control shows the accounting period for the general journal associated with this journal transaction. The control is always disabled. The format will be MM/CCYY.

1.7.1.4 Created by Text Box

This control displays the name of the user who created the general journal associated with this journal transaction. The control is always disabled.

1.7.1.5 Journal Type Text Box

This control shows the journal type of the general journal associated with this journal transaction. The control is always disabled.

1.7.1.6 Value Type Text Box

This control show the value type (actual, budget or forecast) for the general journal associated with this journal transaction. The control is always disabled.

1.7.1.7 Journal Description Text Box

This control shows the descriptive text for the general journal associated with this journal transaction. The control is always disabled.

1.7.1.8 Journal Sequence Text Box

This control shows the unique journal sequence generated by the system. The control will is always disabled. This sequence is system generated for this journal transaction. It begins with 1 and is incremented by one.

1.7.1.9 Transaction Date Text Box

This control allows the user to specify the transaction date of the journal transaction. The control will be enabled when the Journal Transaction dialog is enabled for add and edit. It is disabled for view. The masked date control will only accept entry of numeric digits. The mask on the control will be "MM/DD/CCYY" to accept a date with a four digit year. Upon initial entry, this control will default to blank. The value remains in this field until you close the dialog.

1.7.1.10 Fund Dropdown List

This control allows the user to select a fund for the journal transaction. The control will be enabled when the Journal Transaction dialog is enabled for add and edit. It is disabled for view. It will be filled with all the funds in the fund table sorted in ascending alphabetical order. It will default to blank.

When the fund is changed, the Financial Account dropdown list is refreshed with the valid financial accounts for the selected fund.

1.7.1.11 Financial Account Dropdown List

This control allows the user to select a financial account for the journal transaction. The control will be enabled when the Journal Transaction dialog is enabled for add and edit. It is disabled for view. It will be filled with all the accounts available when the fund is selected and sorted in ascending alphabetical order. This control allows the user to select an account for this journal transaction. It will default to blank.

1.7.1.12 Natural Account Dropdown List

This control allows the user to select a natural account for the journal transaction. The control will be enabled when the Journal Transaction dialog is enabled for add and edit. It is disabled for view. It will be filled with all the natural accounts (account code - description) in the natural account table sorted in ascending alphabetical order by natural account code. This control allows the user to select a natural account for this journal transaction. It will default to blank.

1.7.1.13 Agency Dropdown List

This control allows the user to select an agency for the journal transaction. The control will be enabled when the Journal Transaction dialog is enabled for add and edit. It is disabled for view. It will be filled with all the agencies sorted in ascending alphabetical order. It will default to no selection. It will default to blank.

1.7.1.14 Debit Text Box

This control allows the user to record the debit amount for the journal transaction. The control will be enabled when the Journal Transaction dialog is enabled for add and edit. It is disabled for view. The format is currency (###,###,###.##). The control will only accept entry of numeric digits, commas and one decimal. If the account's Normal Balance is Debit, the amount will be stored as positive. If the account's Normal Balance is Credit, the amount will be stored as negative. It will default to zero.

1.7.1.15 Credit Text Box

This control allows the user to record the credit amount for the journal transaction. The control will be enabled when the Journal Transaction dialog is enabled for add and edit. It is disabled for view. The format is currency (###,###,###.##). The control will only accept entry of numeric digits, commas and one decimal. If the account's Normal Balance is Debit, the amount will be stored as negative. If the account's Normal Balance is Credit, the amount will be stored as positive. It will default to zero.

1.7.1.16 Transaction Description Text Box

This control allows the user to record the transaction description for the journal transaction. The control will be enabled when the Journal Transaction dialog is enabled for add and edit. It is disabled for view. This control allows the user to type a description for this journal transaction. This control will default to the description in the general journal. This control will only accept entry of the following characters including both upper and lower case:
1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#&

1.7.1.17 Post Period Checkbox

This control allows the user to mark this journal transaction as a post period entry for federal reporting. The control will be enabled when the Journal Transaction dialog is enabled for add and edit when the accounting period month is September. It is disabled for view. This control will default to not checked.

1.7.1.18 OK Button

This control allows the user to save the journal transaction when editing a journal transaction. The control will be enabled when the Journal Transaction dialog is enabled for edit. Characteristics for the OK button are defined in *Consistencies*.

1.7.1.19 Save Button

This control allows the user to save the journal transaction when adding a journal transaction. The control will be enabled when the Journal Transaction dialog is enabled for add. Characteristics for the Save button are defined in *Consistencies*.

1.7.1.20 Cancel Button

This control allows the user to exit the Journal Transaction dialog. The control will be enabled when the Journal dialog is enabled for edit. Characteristics for the Cancel button are defined in *Consistencies*.

1.7.1.21 Close Button

This control allows the user to exit the Journal Transaction dialog. The control will be enabled when the Journal dialog is enabled for add and view. It does not have a mnemonic. Characteristics for the Close button are defined in *Consistencies*.

1.7.2 Edits

If the user types an invalid Transaction Date or if the Transaction Date is left blank, the system will present a critical error message that states, "Invalid date entered."

If the user types a Transaction Date outside the accounting period range, the system will present a critical error message that states, "Transaction Date must be within the Accounting Period."

If a Fund is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

If an Financial Account is not selected and the value type is actual, the system will present a critical error message that states, "A selection is required in the {control}."

If a Natural Account is not selected and the account is selected, the system will present a critical error message that states, "A selection is required in the {control}."

If Agency is left blank and if the agency is required for the selected natural account, the system will present a critical error message that states, "A selection is required in the {control}."

When Debit amount is entered:

If both the debit and credit controls are left blank on this journal transaction, the system will present a critical error message that states, "Entry must be either a Debit or a Credit."

When Debit amount is entered:

If an amount is typed in both the debit and credit controls on this journal transaction, the system will present a critical error message that states, "Entry must be either a Debit or a Credit."

When Credit amount is entered:

If both the debit and credit controls are left blank on this journal transaction, the system will present a critical error message that states, "Entry must be either a Debit or a Credit."

If an amount is typed in both the debit and credit controls on this journal transaction, the system will present a critical error message that states, "Entry must be either a Debit or a Credit."

If the Transaction Description is left blank, the system will present a critical error message that states, "An entry is required for the {control}."

1.7.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Journal Transaction dialog.

1.7.3.1 OK

Upon selection of the OK button, the system will validate and save the journal transaction and dismiss the Journal Transaction dialog. Control will return to the Journal dialog.

1.7.3.2 Save

Upon selection of the Save button, the system will validate and save the journal transaction and redisplay the Journal Transaction dialog to allow another transaction to be added.

1.7.3.3 Cancel

Upon selection of the Cancel button, the system will dismiss the Journal Transaction dialog and present the Journal dialog.

1.7.3.4 Close

Upon selection of the Close button, the system will dismiss the Journal Transaction dialog and present the Journal dialog.

1.8 Import Journal File Dialog

The Import Journal File dialog is presented from the Journal dialog. It allows the user to import a list of journal entries from a file to reduce the effort of manually typing the actual expense journal entries acquired from the Department of Accounting.

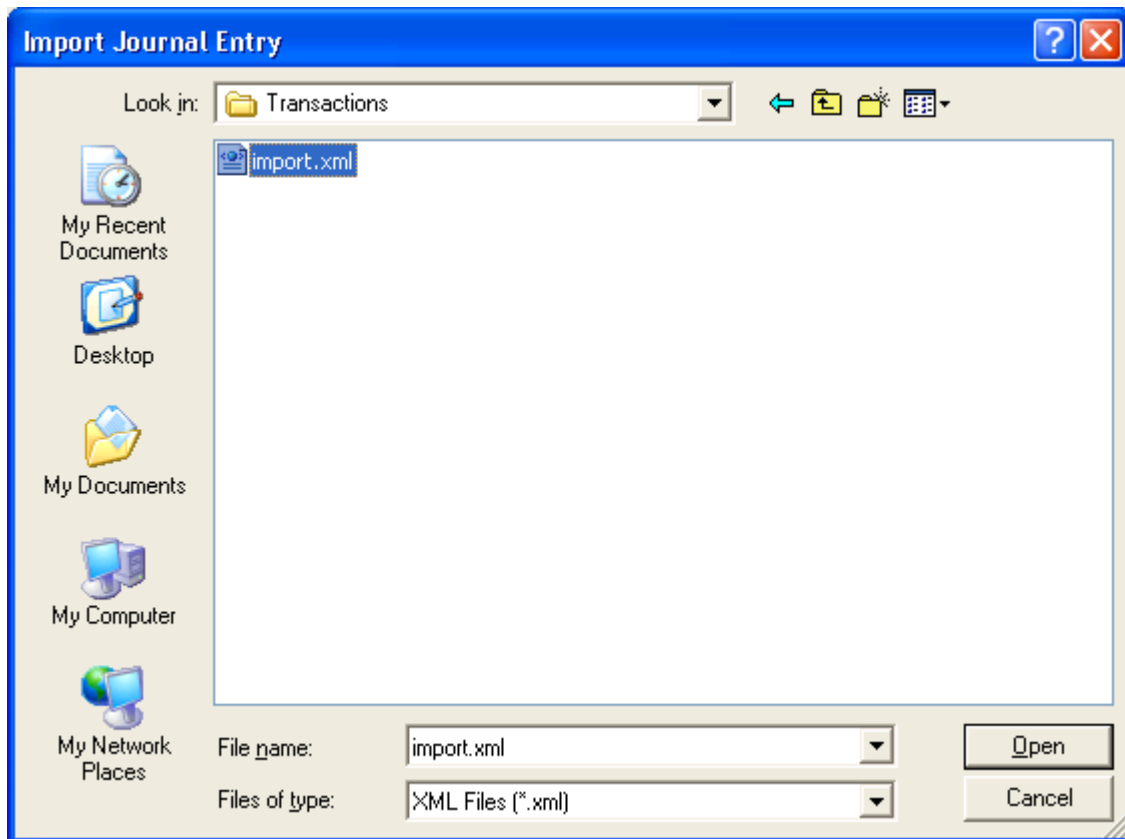


Figure 7- Import Journal File Dialog

1.8.1 Controls

This section describes the behavior of the controls on the Import Journal File dialog. The operating system will determine the look and behavior of this common dialog control.

1.8.1.1 Import Journal File Common Dialog Control

This control allows the user to select a file for import. The control will be enabled when the Import Journal File Common Dialog is enabled. It allows the user to look for and select a file of journal transaction entries to import.

1.8.1.1.1 Look In Dropdown List

This control allows the user to select the location of a journal transaction entries file. The control will be enabled when the Import Journal File Common Dialog is enabled. The operating system will determine the look and behavior of this common dialog control

1.8.1.1.2 File Tree

This control allows the user to select the journal transaction entries file. The control will be enabled when the Import Journal File Common Dialog is enabled. The operating system will determine the look and behavior of this common dialog control

1.8.1.1.3 File Name

This control allows the user to type or verify the selected journal transaction entries file. The operating system will determine the look and behavior of this common dialog control. The control will be enabled when the Import Journal File Common Dialog is enabled.

1.8.1.1.4 Open Button

This control allows the user to insert the journal entries in the selected file into the journal transactions grid on the Journal dialog. The control will be enabled when the Import Journal File Common Dialog is enabled. The operating system will determine the look and behavior of this common dialog control

1.8.1.1.5 Cancel Button

This control allows the user to exit the Import Journal File dialog. The control will be enabled when the Import Journal File Common Dialog is active. The operating system will determine the look and behavior of this common dialog control

1.8.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Import Journal File dialog.

1.8.2.1 Open

Upon selection of the Open button, the system will prompt the user to import the file with the message text, "Importing Journal Entry for selected file: C:\nnn\yyy.xml. Do you wish to continue?" The message box will have Yes and No buttons. Upon selection of the Yes button, the system will import the selected file and dismiss the Import Journal File dialog. Control will return to the Journal dialog and refresh the journal transaction grid. Upon selection of the No button, the system will prompt the user with the message text, "Import Journal Entry canceled." Control will return to the Journal dialog.

Errors during the import will be logged. The system will prompt the user with the message text, "Errors were encountered during the Import. Check the log file for errors. <log file name>." The log will contain generic text for parsing errors, "Unknown error detected in import."

1.8.2.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Import Journal File dialog and present the Journal dialog.

1.8.3 Import Journal File Definition

The import Journal File process allows the user to import a list of journal entries from a file to reduce the effort of manually typing the actual expense journal entries. The file format for the import Journal File will be in an XML (Extensible Markup Language) format. Following is an example of the XML file layout.

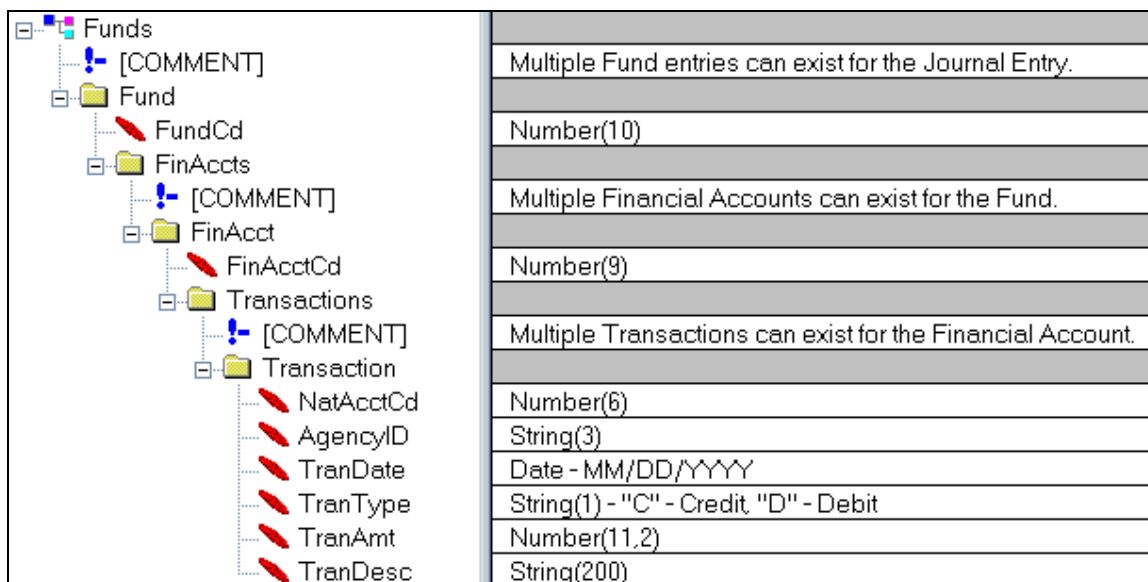


Figure 8- Import Journal File format

1.8.4 File Elements

The user will be responsible for creating the import Journal file. Following is a description of the File Elements.

1.8.4.1 FundCd

Financial Fund Identifier: Uniquely identifies each fund in the system. A fund is set up to help manage the accounting processes related to a funding source. This element will be a numeric field from 1 to 10 digits.

1.8.4.2 FinAcctCd

Financial Account Code: Uniquely identifies a financial account within the system. Financial accounts are collection points for financial activity related to a given department and program. This element will be a numeric field from 1 to 9 digits.

1.8.4.3 NatAcctCd

Natural Account Code: Uniquely identifies a natural account within the system. Natural accounts are collection points for natural activity related to a given revenue, expense, asset or liability class. This element will be a numeric field from 1 to 6 digits.

1.8.4.4 AgencyID

Agency Identifier: Uniquely identifies each agency within the system. This element will be an alphanumeric field from 1 to 3 digits.

1.8.4.5 TranDate

Transaction Date: The date the related business transaction occurred. This element will be a date field in the format MM/DD/YYYY.

1.8.4.6 TranType

Transaction Type: Indicates that the related amount is to be posted as a debit or credit. This is a single alphabetic code.

1.8.4.7 TranAmt

Transaction Amount: This is the dollar amount to be posted to the referenced fund, financial account, natural account and agency. This element will be a numeric field. It will have the format XXXXXXXXXX.XX where the first 9 digits are dollars and the last 2 digits are cents.

1.8.4.8 TranDesc

Transaction Description: A text description of the related business transaction. This element will be a alphabetic and special characters field. It can be up to 200 characters in length.

1.8.5 Edits

FundCd - This is a required field and must be an existing Financial Fund Identifier.

Financial Account Code - This is a required field and must be an existing Financial Account Code linked to the selected FundCd.

Natural Account Code - This is a required field and must be an existing Natural Account Code.

AgencyID - If valued, must be a valid agency ID.

TranDate - This is a required field and must be the same month and year as the Journal entry being updated.

TranType - This is a required field and must be "C" for Credit or "D" for Debit.

TranAmt - Required field.

TranDesc - Required field.

1.9 Financial Account Inquiry Dialog

The Financial Account Inquiry dialog is presented from the Journal menu. It allows the user to view selected journal entries in a standard account form or balance column account sheet format by account. The user may specify search criteria used to filter the list of journal entries to those that are of particular interest to the user. The grid is initially presented empty. To quickly view the ending balance, select the fund, account, most recent accounting period and no transaction dates for the period. The period beginning and ending balances only will display.

Journal - Seq	Trans Date	Type	Description	Debi	Credit	Balance
			Beginning Balance			.00
125573-2	10/31/2001	GJ	2001 October Actual Admin Expenses Drawdown	1,000,000.00		1,000,000.00
125599-1	10/31/2001	GJ	2001 October Actual Admin Expenses Salaries		20,945.00	979,055.00
125600-1	10/31/2001	GJ	2001 October Actual Admin Expenses Fringe Benef		10,619.00	968,436.00
125601-1	10/31/2001	GJ	2001 October Actual Admin Expenses DIP/Other		2,446.00	965,990.00
125602-1	10/31/2001	GJ	2001 October Actual Admin Expenses Postage		501.00	965,489.00
125603-1	10/31/2001	GJ	2001 October Actual Admin Expenses Office Expen		74.00	965,415.00
125604-1	10/31/2001	GJ	2001 October Actual Admin Expenses Telephone		1,320.00	964,095.00
125605-1	10/31/2001	GJ	2001 October Actual Admin Expenses Printing (DO)		12,679.00	951,416.00
125606-1	10/31/2001	GJ	2001 October Actual Admin Expenses Travel		318.00	951,098.00
125607-1	10/31/2001	GJ	2001 October Actual Admin Expenses Auto Maint.		107.00	950,991.00
125608-1	10/31/2001	GJ	2001 October Actual Admin Expenses Staff Educati		80.00	950,911.00
125609-1	10/31/2001	GJ	2001 October Actual Admin Expenses Computer		300.00	950,611.00
125610-1	10/31/2001	GJ	2001 October Actual Admin Expenses Bank Charge		14,980.00	935,631.00
125611-1	10/31/2001	GJ	2001 October Actual Admin Expenses MIS Charges		18,724.00	916,907.00
125612-1	10/31/2001	GJ	2001 October Actual Admin Expenses Audit		1,863.00	915,044.00

Figure 9- Financial Account Inquiry Dialog

1.9.1 Controls

This section describes the behavior of the controls on the Financial Account Inquiry dialog.

1.9.1.1 Fund Dropdown List

This control allows the user to select a fund as search criteria. Each journal transaction posted to the system is assigned a fund identifier. The control will be enabled when the Financial Account Inquiry dialog is enabled. It will be filled with all the funds in the fund table sorted in ascending alphabetical order. It will default to blank upon initial presentation.

1.9.1.2 Financial Account Dropdown List

This control allows the user to select a financial account as search criteria. Each journal transaction posted to the system is assigned a financial account number. The control will be enabled when the Financial Account Inquiry dialog is enabled. It will be filled with all the accounts for the selected fund in the account table sorted in ascending alphabetical order. It will default to blank upon initial presentation.

1.9.1.3 Natural Account Dropdown List

This control allows the user to select a natural account as search criteria. Each journal transaction posted to the system is assigned a natural account. The control will be enabled when the Financial Account Inquiry dialog is enabled. It will be filled with all the natural accounts (account code - description) in the natural account table sorted in ascending alphabetical order by natural account code. It will default to blank upon initial presentation.

1.9.1.4 Agency Dropdown List

This control allows the user to select an agency as search criteria. The control will be enabled when the Financial Account Inquiry dialog is enabled. It will be filled with all the agencies in the agency table sorted in ascending alphabetical order, plus none. This control will default to none upon initial presentation.

1.9.1.5 Accounting Period Drop Down List

This control allows the user to select an accounting period as search criteria. Each journal transaction posted to the system is assigned an accounting period code (fiscal year and month). The control will be enabled when the Financial Account Inquiry dialog is enabled. It will be filled with all the accounting periods in the accounting period table sorted in descending chronological order by accounting period. The format will be MM/CCYY. It will default to blank upon initial presentation.

1.9.1.6 From Date Text Box

Each journal entry contains the date the transaction occurred. An entry in the From and Through date controls allows the user to specify a range of journal entry transaction dates for search criteria. This control will be enabled when the Financial Account Inquiry dialog is enabled. The masked date control will only accept entry of numeric digits. The mask on the control will be "MM/DD/CCYY" to accept a date with a four digit year. It will default to blank upon initial presentation.

1.9.1.7 Through Date Text Box

Each journal entry contains the date the transaction occurred. An entry in from and through date controls allows the user to specify a range of journal entry transaction dates for search criteria. This control will be enabled when the Financial Account Inquiry dialog is enabled. The masked date control will only accept entry of numeric digits. The mask on the control will be “MM/DD/CCYY” to accept a date with a four digit year. It will default to blank upon initial presentation.

1.9.1.8 Journal Type Dropdown List

This control allows the user to select a journal types as search criteria. Each journal entry is classified by journal type. The control will be enabled when the Financial Account Inquiry dialog is enabled. It will be filled with all the journal types in the journal type table sorted in ascending alphabetical order. It will default to General Journal.

1.9.1.9 Value Type Dropdown List

This control allows the user to select a value types as search criteria. Each journal transaction posted to the system is assigned a value type. The control will be enabled when the Financial Account Inquiry dialog is enabled. It will be filled with all the value types in the value type table sorted in ascending alphabetical order. This control will default to “Actual” upon initial presentation.

1.9.1.10 Post Period Items Only Checkbox

This control allows the user to select journal transactions marked as post period only for the search criteria. The control will be enabled when the Financial Account Inquiry dialog is enabled. The control will default to not checked.

1.9.1.11 Journal Transactions Grid

This control allows the user to view journal transactions for the search criteria.

This is a single selection read-only grid. The columns are sizable. Both scroll bars are visible. The control will be enabled when the Financial Account Inquiry dialog is enabled. The grid is initially presented empty. The beginning balance will be calculated for the first row. Therefore, only the amount and description columns will be populated for row one. If transaction from and through dates are entered then posted journal transactions will be presented in the rest of the rows sorted by transaction date. It will have the following columns: Journal ID-Sequence, Transaction Date, Type, Description, Debit, Credit, and Balance. The contents are refreshed based on the selection criteria applied.

1.9.1.11.1 Journal ID-Sequence Column

The column will be enabled when the grid is enabled. It is a read-only column. It is the concatenation of the Journal ID and Journal Sequence.

1.9.1.11.2 Transaction Date Column

The column will be enabled when the grid is enabled. It is a read-only column. The mask will be "MM/DD/CCYY".

1.9.1.11.3 Type Column

The column will be enabled when the grid is enabled. It is a read-only column.

1.9.1.11.4 Description Column

The column will be enabled when the grid is enabled. It is a read-only column.

1.9.1.11.5 Debit Column

The column will be enabled when the grid is enabled. It is a read-only column.

1.9.1.11.6 Credit Column

The column will be enabled when the grid is enabled. It is a read-only column.

1.9.1.11.7 Balance Column

The column will be enabled when the grid is enabled. It is a read-only column.

1.9.1.12 Search Button

This control allows the user to refresh the grid using the search criteria specified to select data. The control will be enabled when the Financial Account Inquiry dialog is enabled. It will be the default button for the dialog.

1.9.1.13 Close Button

This control allows the user to exit the Financial Account Inquiry dialog. The control will be enabled when the Financial Account Inquiry dialog is active. Characteristics for the Close button are defined in *Consistencies*.

1.9.2 Edits

If the Fund is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

If the Financial Account is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

If Natural Account is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

If Accounting Period is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

When the Transaction From Date is entered:

If the user types an invalid From Date the system will present a critical error message that states, "Invalid date entered."

When the Transaction From Date is entered:

If the Through Transaction Date is specified then the From Transaction Date must also be specified. If this does not occur the system will present a critical error message at the time the user presses the Search button that states, "An entry is required for the {control}."

When the Transaction From Date is entered:

If the Through Transaction Date is not equal to or greater than the From Transaction Date, the system will present a critical error message at the time the user presses the Search button that states, "Transaction from must be equal to or less than the through."

When the Transaction Through Date is entered:

If the user types an invalid date the system will present a critical error message that states, "Invalid date entered."

When the Transaction Through Date is entered:

If the From Transaction Date is specified then the Through Transaction Date must also be specified. If this does not occur the system will present a critical error message at the time the user presses the Search button that states, "An entry is required for the {control}."

If a Value Type is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

When the Search Button is selected:

If more than 1000 rows of data will be returned from the search the system will issue a warning error message stating, "<nnnn> records were found to match the search criteria. Do you wish to continue?" Yes will continue. No will cancel the search.

1.9.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Account Inquiry dialog.

1.9.3.1 Search

Upon selection of the Search button, the system will refresh the grid on the Financial Account Inquiry dialog. The beginning balance will be calculated for the first row. A running balance column is calculated in each row thereafter based on the normal balance of the selected account, the balance in the previous row, and the debit or credit amount of the current row.

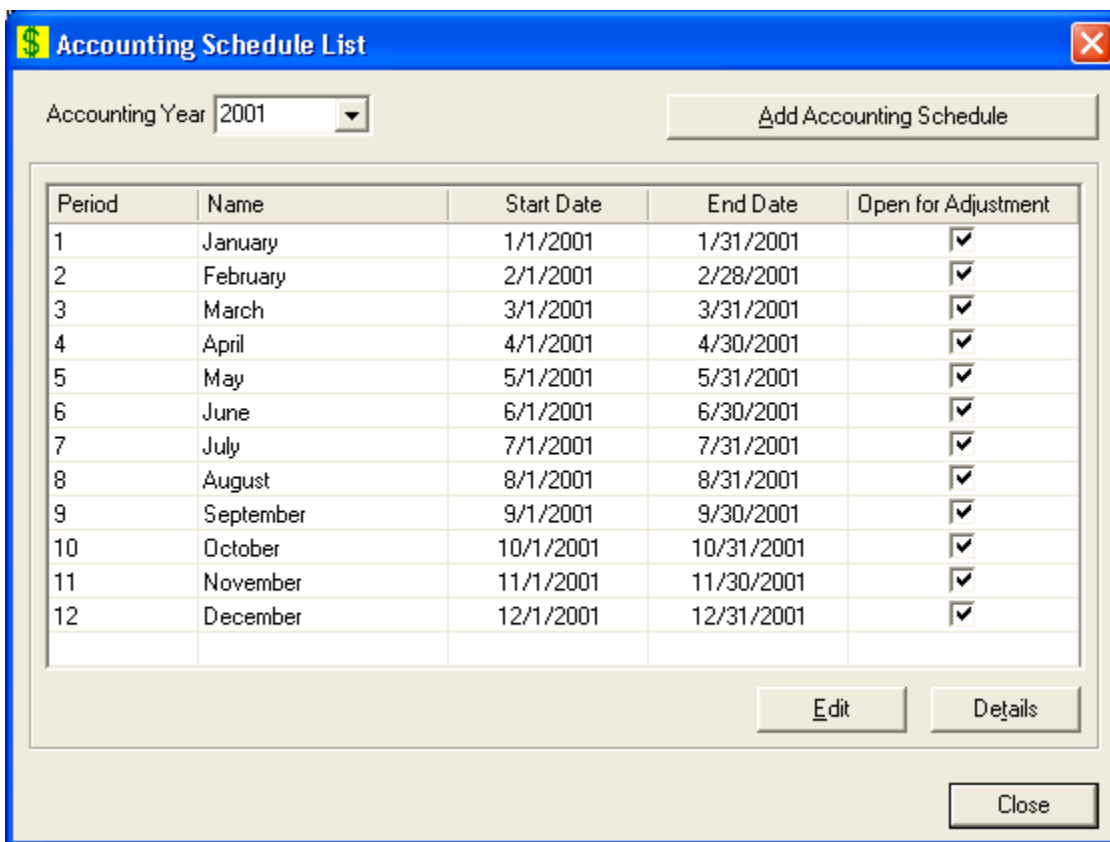
1.9.3.2 Close

Upon selection of the Close button, the system will dismiss the Financial Account Inquiry dialog and return to either the Financial Management Window.

1.10 Accounting Schedule List Dialog

The Accounting Schedule List dialog is presented from the Journal Menu. It allows the user to restrict adding journal entries to open accounting periods.

A schedule must be present for each calendar accounting period that journal entries can be posted against. This is structured for accounting period activity not fiscal year boundary. To post entries for the 2001 Federal Fiscal Year, a schedule must be set up for the calendar accounting periods in the accounting year 2000 and 2001. This is a mechanism to control accounting months that are open or closed to journal entry.



The dialog box titled "Accounting Schedule List" features a blue title bar with a yellow dollar sign icon and a red close button. Below the title bar, there is a label "Accounting Year" followed by a dropdown menu showing "2001". To the right of this is a button labeled "Add Accounting Schedule". The main area of the dialog contains a table with five columns: "Period", "Name", "Start Date", "End Date", and "Open for Adjustment". The table lists the twelve months of the year 2001, with each month's period, name, start and end dates, and a checked checkbox in the "Open for Adjustment" column. At the bottom right of the dialog, there are three buttons: "Edit", "Details", and "Close".

Period	Name	Start Date	End Date	Open for Adjustment
1	January	1/1/2001	1/31/2001	<input checked="" type="checkbox"/>
2	February	2/1/2001	2/28/2001	<input checked="" type="checkbox"/>
3	March	3/1/2001	3/31/2001	<input checked="" type="checkbox"/>
4	April	4/1/2001	4/30/2001	<input checked="" type="checkbox"/>
5	May	5/1/2001	5/31/2001	<input checked="" type="checkbox"/>
6	June	6/1/2001	6/30/2001	<input checked="" type="checkbox"/>
7	July	7/1/2001	7/31/2001	<input checked="" type="checkbox"/>
8	August	8/1/2001	8/31/2001	<input checked="" type="checkbox"/>
9	September	9/1/2001	9/30/2001	<input checked="" type="checkbox"/>
10	October	10/1/2001	10/31/2001	<input checked="" type="checkbox"/>
11	November	11/1/2001	11/30/2001	<input checked="" type="checkbox"/>
12	December	12/1/2001	12/31/2001	<input checked="" type="checkbox"/>

Figure 10- Accounting Schedule List Dialog

1.10.1 Controls

This section describes the behavior of the controls on the Accounting Schedule List dialog.

1.10.1.1 Accounting Year Dropdown List

This control allows the user to select the accounting schedule by selecting the accounting period year. The control will be enabled when the Accounting Schedule List dialog is enabled. The list will be filled with the accounting years from the accounting schedule table sorted in descending chronological (CCYY) order by accounting period. There is no option for resorting. It defaults to blank upon initial presentation.

1.10.1.2 Add Accounting Schedule Button

This control allows the user to select a new accounting year and generate a new accounting schedule. The control will be enabled when the Accounting Schedule List dialog is enabled. It has a mnemonic.

1.10.1.3 Accounting Period Grid

This control allows the user to mark an accounting period as open for adjustment. This is a single select read-only grid. The control will be enabled for update when the Accounting Schedule List dialog is enabled. The columns are sizable. Both scroll bars are visible. The information on the grid is initially presented blank. After the accounting year is selected the data is presented in ascending order by accounting period. There is no option for resorting. It will have the following columns: Period, Name, Start Date, End Date, and Open for Adjustments. The grid will be repopulated when the accounting year is changed.

1.10.1.3.1 Period Column

The column will be enabled when the grid is enabled. It is a read only field.

1.10.1.3.2 Name Column

The column will be enabled when the grid is enabled. It is a read only field.

1.10.1.3.3 Start Date Column

The column will be enabled when the grid is enabled. It is a read only field. The format for this column will be "MM/DD/CCYY".

1.10.1.3.4 End Date Column

The column will be enabled when the grid is enabled. It is a read only field. The format for this column will be "MM/DD/CCYY".

1.10.1.3.5 Open for Adjustments Column

The column will be enabled when the grid is enabled. The format will be a checkbox. It is a read only field. Open periods will be checked.

1.10.1.4 Edit Button

This control presents the Accounting Schedule dialog.

The control will be enabled when the Accounting Schedule List dialog is enabled for add or edit. It is disabled if there are no entries in the list. It is disabled for view. It has a mnemonic of "E".

1.10.1.5 Details Button

This control presents the Accounting Schedule dialog. The control will be enabled when the Accounting Schedule List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "T".

1.10.1.6 Close Button

This control allows the user to exit the Accounting Schedule List dialog. The control will be enabled when the Accounting Schedule List dialog is active. Characteristics for the Close button are defined in *Consistencies*.

1.10.2 Edits

When the Edit Button is selected:

If a grid row is not selected, the system will present a critical error message that states, "A selection is required in the Accounting Schedule List".

When the Details Button is selected:

If a grid row is not selected, the system will present a critical error message that states, "A selection is required in the Accounting Schedule List".

1.10.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Accounting Schedule List dialog.

1.10.3.1 Accounting Year Drop Down List

Upon the change of accounting year, the grid will be re-populated for the selected accounting year.

1.10.3.2 Add Accounting Schedule

Upon selection of the Add Accounting Schedule button, the system will present the Add Accounting Year dialog. Upon return after a new schedule is added, the system will insert the year into the accounting year dropdown list and position the list to that year, which will re-populate the grid with an accounting schedule generated for the Add Accounting Year. All the accounting periods will be preset to checked, which is open. The Accounting Schedule List dialog will be dismissed. Control will return to the Financial Management Journal View Window.

1.10.3.3 Edit

Upon selection of the Edit button, the system will present the Accounting Schedule dialog for the selected accounting schedule.

1.10.3.4 Details

Upon selection of the Details button, the system will present the Accounting Schedule dialog to view the selected item.

1.10.3.5 Close

Upon selection of the Close button, the system will dismiss the Accounting Schedule List dialog and present the Financial Management Journal View Window.

1.11 Accounting Schedule Dialog

The Accounting Schedule dialog is presented from the Accounting Schedule List dialog. It allows the user to open or close an accounting period.

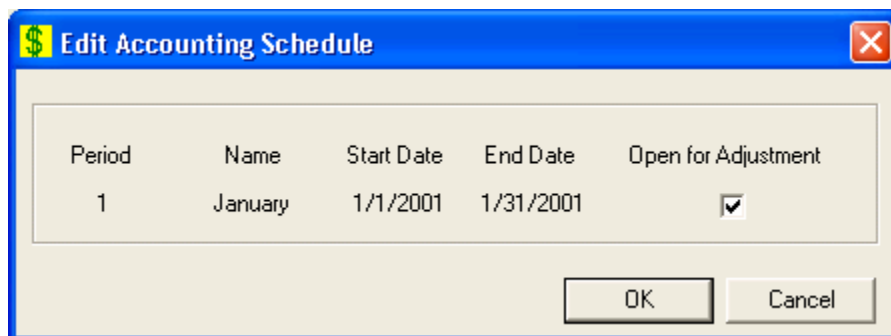


Figure 11- Accounting Schedule Dialog

1.11.1 Controls

This section describes the behavior of the controls on the Accounting Schedule dialog.

1.11.1.1 Period Text Box

This control shows the accounting period. The control is always disabled.

1.11.1.2 Name Text Box

This control shows the accounting period description. The control is always disabled.

1.11.1.3 Start Date Text Box

This control shows the accounting period start date. The control is always disabled. The format for this column will be "MM/DD/CCYY".

1.11.1.4 End Date Text Box

This control shows the accounting period start date. The control is always disabled. The format for this column will be "MM/DD/CCYY".

1.11.1.5 Open for Adjustments Checkbox

This control indicates the accounting period is open for adjustments. The control is enabled when the Accounting Schedule dialog is active. It is disabled for view. The control will be checked if the accounting period is open for adjustment.

1.11.1.6 OK Button

This control allows the user to save the accounting schedule. The control will be enabled when the Accounting Schedule dialog is enabled. Characteristics for the OK button are defined in *Consistencies*.

1.11.1.7 Cancel Button

This control allows the user to exit the Accounting Schedule dialog. The control will be enabled when the Accounting Schedule dialog is active for add or edit. Characteristics for the Cancel button are defined in *Consistencies*.

1.11.1.8 Close Button

This control allows the user to exit the Accounting Schedule dialog. The control will be enabled when the Accounting Schedule dialog is enabled for view. Characteristics for the Close button are defined in *Consistencies*.

1.11.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Accounting Schedule List dialog.

1.11.2.1 OK

Upon selection of the OK button, the system will save the accounting schedule and dismiss Accounting Schedule dialog. Control will return to the Accounting Schedule List dialog.

1.11.2.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Accounting Schedule dialog and present the Accounting Schedule List dialog.

1.11.2.3 Close

Upon selection of the Close button, the system will dismiss the Accounting Schedule dialog and present the Accounting Schedule List dialog.

1.12 Add Accounting Year

The Add Accounting Year dialog is presented from the Accounting Schedule List when a user selects Add Accounting Schedule.



Figure 12– Add Accounting Year

1.12.1 Controls

This section describes the behavior of the controls on the Accounting Year dialog.

1.12.1.1 Accounting Year Spin Control

This control allows the user to add a new accounting year to the accounting schedule. The control will be enabled when the Accounting Year dialog is enabled. The masked date control will only accept entry of numeric digits. This control will default to next logical accounting year upon initial presentation, today's year if no accounting schedules have been set up. The control range will allow up to one year in the past and two years in the future.

1.12.1.2 OK Button

This control allows the user to generate an accounting schedule for this accounting year. The control will be enabled when the Add Accounting Year dialog is enabled. Characteristics for the OK button are defined in *Consistencies*.

1.12.1.3 Cancel Button

This control allows the user to exit the Add Accounting Year dialog. The control will be enabled when the Add Accounting Year dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

1.12.2 Edits

If an accounting schedule exists for the selected accounting year, the system will present a critical error message that states, "Accounting Year already exists."

The accounting years must be entered contiguously. If the year is not one year after the last year or one year prior to the first year, the system will present a critical error message that states, "The year is not allowed."

1.12.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Add Accounting Year dialog.

1.12.3.1 OK

Upon selection of the OK button, the system will add the twelve periods (01 - 12) for the accounting year schedule (defaulted to open (checked)) and dismiss the Add Accounting Year dialog. Control will return to the Accounting Schedule List dialog.

1.12.3.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Add Accounting Year dialog and present the Accounting Schedule List dialog.

1.13 Funds List

The Fund List dialog allows the user is presented when Funds is selected from the Financial Management Journal View Window. The entire list of funds is presented in the format illustrated below in fund name sequence. There is no filter mechanism required for this list because the list of base funds is small.

Using the Funds menu, an authorized user will be able to add a new fund, edit information on an existing fund, and delete an unused fund.

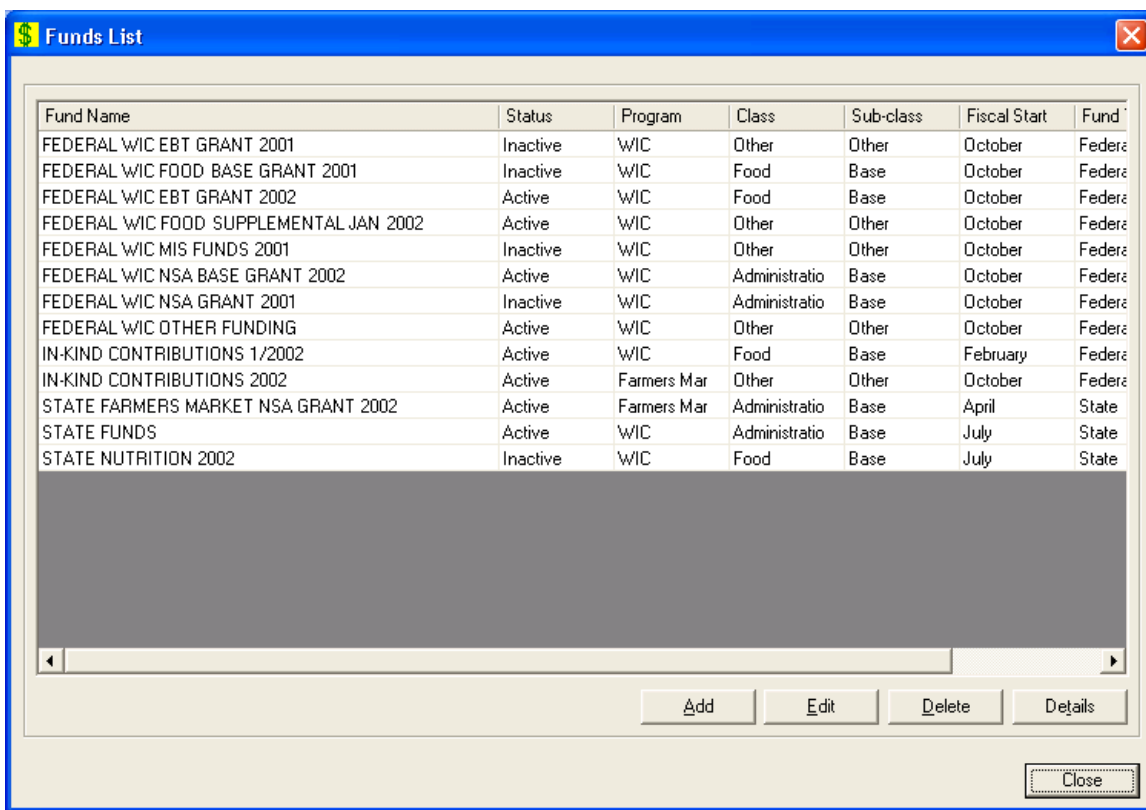


Figure 13- Funds List

1.13.1 Controls

This section describes the behavior of the controls on the Funds View.

1.13.1.1 Funds List Grid

This view only grid displays a list of the funds. This is a single selection read-only grid. The columns are sizable. Both scroll bars are visible. The information on the grid is initially presented in ascending order by fund name. There is no option for resorting. It will have the following columns: Fund Name, Status, Program, Class, Sub-Class, Fiscal Start, Fund Type, and Fund ID.

1.13.1.1.1 Fund Name Column

The column will be enabled when the grid is enabled. It is a read only field.

1.13.1.1.2 Status Column

The column will be enabled when the grid is enabled. It is a read only field.

1.13.1.1.3 Program Column

The column will be enabled when the grid is enabled. It is a read only field.

1.13.1.1.4 Class Column

The column will be enabled when the grid is enabled. It is a read only field.

1.13.1.1.5 Sub-Class Column

The column will be enabled when the grid is enabled. It is a read only field.

1.13.1.1.6 Fiscal Start Column

The column will be enabled when the grid is enabled. It is a read only field.

1.13.1.1.7 Fund Type Column

The column will be enabled when the grid is enabled. It is a read only field.

1.13.1.1.8 Fund ID Column

The column will be enabled when the grid is enabled. It is a read only field.

1.13.1.2 Add Button

This control presents the Fund dialog. The control will be enabled when the Fund List dialog is enabled. It has a mnemonic of "A".

1.13.1.3 Edit Button

The control will be enabled when the Fund List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "E".

1.13.1.4 Delete Button

Upon selection of the Delete button, the system will prompt the user to confirm the delete operation for the selected grid item.

The control will be enabled when the Fund List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of “D”.

1.13.1.5 Details Button

This control presents the Fund dialog. The control will be enabled when the Fund List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of “T”.

1.13.1.6 Close Button

This control allows the user to exit the Fund List dialog. The control will be enabled when the Fund List dialog is active. Characteristics for the Close button are defined in *Consistencies*.

1.13.2 Edits

When the Edit Button is selected:

If a grid row is not selected, the system will present a critical error message that states, “A selection is required in the Funds List”.

When the Delete Button is selected:

If no grid row is selected, the system will present a critical error message that states, “A selection is required in the Funds List.”

When the Delete Button is selected:

If the selected item is referenced by another record, such as a journal entry or a financial account or statement line account, the system will present a critical error message that states, “Unable to delete. This Fund is associated with at least one record”.

When the Details Button is selected:

If a grid row is not selected, the system will present a critical error message that states, “A selection is required in the Funds List”.

1.13.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Fund List Dialog.

1.13.3.1 Windows Close “X” Button

Upon selection of the Close “X” button, the system will dismiss the Fund List dialog and return to the Financial Management Window.

1.13.3.2 Add

Upon selection of the Add button, the system will present the Fund dialog.

1.13.3.3 Edit

Upon selection of the Edit button, the system will present the Fund dialog for the selected fund.

1.13.3.4 Delete

Upon selection of the Delete button, the system will prompt the user to delete a fund. If the user logged in has permission to delete, the system will display a standard message with the text: "Are you sure you want to delete this Fund?" The message box will have Yes and No buttons. Upon selection of the Yes button, the system will delete the selected fund and remove it from the grid. Upon selection of the No button, control will return to the Fund List dialog.

1.13.3.5 Details

Upon selection of the Details button, the system will present the Fund dialog to view the selected item.

1.13.3.6 Close

Upon selection of the Close button, the system will dismiss the Fund List dialog and return to the Financial Management Window.

1.14 Fund Dialog

The Fund dialog is presented from the Funds List. It allows the user to define a new fund and view or modify information on an existing fund.

Edit Fund

Fund ID: 11111 Status: Active

Fund Name: FEDERAL WIC NSA BASE GRANT 2002

Contact Salutation: First Name: GERRY

Last Name: SWABYPS

Address: 1258 SENATOR AVENUE

City: CITY State: KS ZIP: 12345-

Telephone: 555-112-1212

Fund Type: Federal

Program: WIC

Class: Administration

Sub-class: Base

Fiscal Year Type: Federal Begin Fiscal Year: October

OK Cancel

Figure 14- Fund Dialog

1.14.1 Controls

This section describes the behavior of the controls on the Fund dialog.

1.14.1.1 Fund ID Text Box

This control shows the unique fund ID generated by the system when new fund is selected from the fund menu. The control is always disabled.

1.14.1.2 Status Dropdown List

This control allows the user to select the fund status. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will be filled with all the statuses in the status table sorted in alphabetic order. It will default to blank.

1.14.1.3 Fund Name Text Box

This control allows the user to enter the Fund Name. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. This control will only accept entry of the following characters, forcing uppercase characters:

1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#&

1.14.1.4 Contact Salutation Text Box

This control allows the user to enter the Contact Name. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. This control will only accept entry of the following characters, forcing uppercase characters:

1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#

1.14.1.5 Contact First Name Text Box

This control allows the user to enter the Contact First Name. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. This control will only accept entry of the following characters, forcing uppercase characters:

1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#

1.14.1.6 Contact Last Name Text Box

This control allows the user to enter the Contact Last Name. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. This control will only accept entry of the following characters, forcing uppercase characters:

1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#

1.14.1.7 Address Line 1 Text Box

This control allows the user to enter the Address Line 1. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. This control will only accept entry of the following characters, forcing uppercase characters:

1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#&

1.14.1.8 Address Line 2 Text Box

This control allows the user to enter the Address Line 2. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. This control will only accept entry of the following characters, forcing uppercase characters:

1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#&

1.14.1.9 City Text Box

This control allows the user to enter the City. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. This control will only accept entry of the following characters, forcing uppercase characters:

1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/

1.14.1.10 State Dropdown List

This control allows the user to select the State. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will be filled with all the states in the state table sorted in alphabetic order. It will default to the implementation state.

1.14.1.11 Zip Text Box

This control allows the user to enter the Zip. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. The mask will be #####-####.

1.14.1.12 Telephone Text Box

This control allows the user to enter the Telephone. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. The mask will be ###-###-####. The control will only accept entry of numeric digits and dashes.

1.14.1.13 Fund Type Dropdown List

This control allows the user to select the Fund Type. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. It will be filled with all the fund types in the fund type table sorted in alphabetic order.

1.14.1.14 Program Dropdown List

This control allows the user to select the Program. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. It will be filled with all the programs in the programs table sorted in alphabetic order.

1.14.1.15 Class Dropdown List

This control allows the user to select the Class. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. It will be filled with all the classes in the class table sorted in alphabetic order.

1.14.1.16 Sub-Class Dropdown List

This control allows the user to select the sub-class. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. It will be filled with all the sub-class in the sub-class table sorted in alphabetic order.

1.14.1.17 Fiscal Year Type Dropdown List

This control allows the user to select the Fiscal Year Type. The control will be enabled when the Fund dialog is enabled for add or edit. It is disabled for view. It will default to blank. It will be filled with Federal and State sorted in alphabetical order.

1.14.1.18 Begin Fiscal Year Dropdown List

This control allows the user to select the Fiscal Year. The control will be disabled when the Fund dialog is enabled for add or edit. It is disabled. It will default to blank. It will be filled with all the months in the month table sorted in chronological order. It will be set to the Federal fiscal year start month if Federal is selected in Fiscal Year Type. It will be set to the State fiscal year start month if State is selected in Fiscal Year Type.

1.14.1.19 OK Button

This control allows the user to save the fund. The control will be enabled when the Fund dialog is enabled for add or edit. Characteristics for the OK button are defined in *Consistencies*.

1.14.1.20 Cancel Button

This control allows the user to exit the Fund dialog. The control will be enabled when the Fund dialog is enabled for add or edit. Characteristics for the Cancel button are defined in *Consistencies*.

1.14.1.21 Close Button

This control allows the user to exit the Fund dialog. The control will be enabled when the Fund dialog is enabled for view. Characteristics for the Close button are defined in *Consistencies*.

1.14.2 Edits

If a status is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

If the Fund Name control is not valued or is valued with only with spaces, the system will present a critical error message that states, "An entry is required for the {control}."

If the Zip code control is valued and is incomplete, the system will present a critical error message that states, "A complete entry is required for the {control}."

If the Telephone control is not valued or is valued with only with spaces, the system will present a critical error message that states, “An entry is required for the {control}.”

If the Telephone control is valued and is incomplete, the system will present a critical error message that states, “A complete entry is required for the {control}.”

If the Fund Type control is not valued, the system will present a critical error message that states, “A selection is required in the {control}.”

If the type is changed and journal entries exist for this fund, the system will present a critical error message that states, “Type cannot be changed, journal entries have been made.”

If the Program control is not valued, the system will present a critical error message that states, “A selection is required in the {control}.”

If the Class control is not valued, the system will present a critical error message that states, “A selection is required in the {control}.”

If the Sub-Class control is not valued, the system will present a critical error message that states, “A selection is required in the {control}.”

If the Fiscal Year Type control is not valued, the system will present a critical error message that states, “A selection is required in the {control}.”

If the Fiscal Year Type is changed and journal entries exist for this fund, the system will present a critical error message that states, “Fiscal Year Type cannot be changed, journal entries have been made.”

1.14.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Fund dialog.

1.14.3.1 OK

Upon selection of the OK button, the system will save the fund and dismiss the Fund dialog. Control will return to the Fund List Dialog.

1.14.3.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Fund dialog and present the Fund List dialog.

1.14.3.3 Close

Upon selection of the Close button, the system will dismiss the Fund dialog and present the Fund List dialog.

1.15 Financial Accounts List dialog

The Financial Accounts List dialog is presented when an authorized user selects Financial Accounts from the Journal View menu option. The entire list of financial accounts is presented in the format illustrated below in Financial Accounts Name sequence. There is no filter mechanism required for this list because the list of base financial accounts is small.

Using the Financial Accounts menu, an authorized user will be able to add a new financial accounts, open and edit information on an existing financial account, and delete an unused financial accounts.

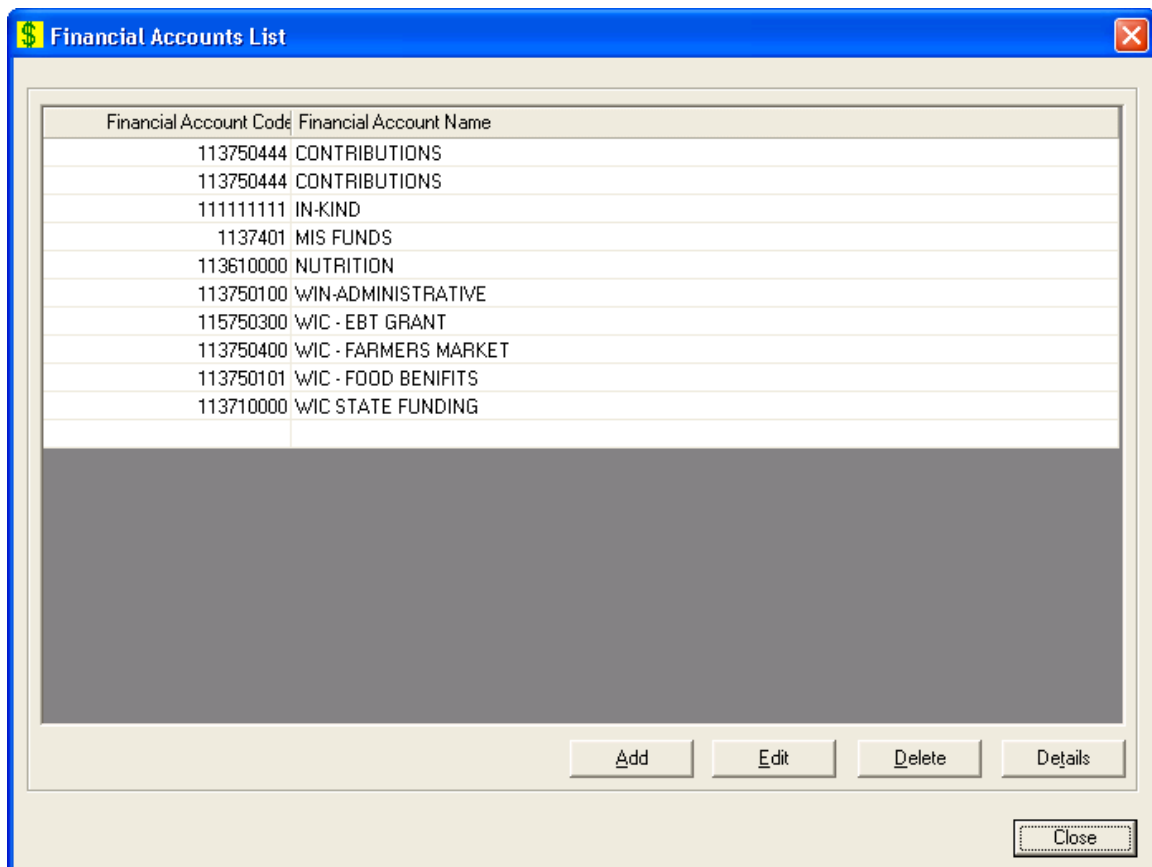


Figure 15- Financial Accounts List dialog

1.15.1 Controls

This section describes the behavior of the controls on the Financial Management Journal View.

1.15.1.1 Financial Accounts List Grid

This view only grid displays a list of the financial accounts. This is a single selection read-only grid. The columns are sizable. Both scroll bars are visible. The information on the grid is initially presented in ascending order by financial accounts name. There is no option for resorting. It will have the following columns: Financial Account Code and Financial Account Name

1.15.1.1.1 Financial Account Code Column

The column will be enabled when the grid is enabled. It is a read only field.

1.15.1.1.2 Financial Account Name Column

The column will be enabled when the grid is enabled. It is a read only field.

1.15.1.2 Add Button

This control presents the Financial Account dialog. The control will be enabled when the Financial Account List dialog is enabled. It has a mnemonic of "A".

1.15.1.3 Edit Button

This control presents the Financial Account dialog. The control will be enabled when the Financial Account List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "E".

1.15.1.4 Delete Button

Upon selection of the Delete button, the system will prompt the user to confirm the delete operation for the selected grid item. The control will be enabled when the Financial Account List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "D".

1.15.1.5 Details Button

This control presents the Financial Account dialog. The control will be enabled when the Financial Account List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "T".

1.15.1.6 Close Button

This control allows the user to exit the Financial Account List dialog. The control will be enabled when the Financial Account List dialog is active. Characteristics for the Close button are defined in *Consistencies*.

1.15.2 Edits

When the Edit Button is selected:

If a grid row is not selected, the system will present a critical error message that states, "A selection is required in the Financial Accounts List".

When the Delete Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Financial Accounts List."

When the Delete Button is selected:

If the selected item is referenced by another record, such as a journal entry or a fund or statement line account, the system will present a critical error message that states, "Unable to delete. This financial account is associated with at least one record".

When the Details Button is selected:

If a grid row is not selected, the system will present a critical error message that states, "A selection is required in the Financial Accounts List".

1.15.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Accounts List Window.

Currently, there is no processing defined for this panel.

1.15.3.1 Windows Close "X" Button

Upon selection of the Close "X" button, the system will dismiss the Financial Account List dialog return to the Financial Management Window.

1.15.3.2 Add

When this option is selected, the system will present the Financial Account dialog.

1.15.3.3 Edit

Upon selection of the Edit button, the system will present the Financial Account dialog for the selected financial account.

1.15.3.4 Delete

Upon selection of the Delete button, the system will prompt the user to delete a financial account. If the user logged in has permission to delete, the system will display a standard message with the text: "Are you sure you want to delete this Financial Account?" The message box will have Yes and No buttons. Upon selection of the Yes button, the system will delete the selected financial account and remove it from the grid. Upon selection of the No button, control will return to the Financial Accounts List dialog.

1.15.3.5 Details

Upon selection of the Details button, the system will present the Financial Account dialog to view the selected item.

1.15.3.6 Close

Upon selection of the Close button, the system will dismiss the Financial Account List dialog and return to the Financial Management Window.

1.16 Financial Account Dialog

The Financial Account dialog is presented from the Financial Accounts List dialog. It allows the user to define a new account and view or modify information on an existing account. (Identifies the department, division, program and sub-program.)

Select	Fund	Fund ID
<input checked="" type="checkbox"/>	FEDERAL WIC EBT GRANT 2001	111261
<input type="checkbox"/>	FEDERAL WIC FOOD BASE GRANT 2001	111259
<input type="checkbox"/>	FEDERAL WIC FOOD BASE GRANT 2001	111079
<input checked="" type="checkbox"/>	FEDERAL WIC FOOD SUPPLEMENTAL JAN 2002	111265
<input checked="" type="checkbox"/>	FEDERAL WIC MIS FUNDS 2001	111262
<input checked="" type="checkbox"/>	FEDERAL WIC NSA BASE GRANT 2002	111119
<input checked="" type="checkbox"/>	FEDERAL WIC NSA GRANT 2001	111260
<input checked="" type="checkbox"/>	FEDERAL WIC OTHER FUNDING	111264

Figure 16 - Financial Account Dialog

1.16.1 Controls

This section describes the behavior of the controls on the Financial Account dialog.

1.16.1.1 Financial Account Code Text Box

This control allows the user to enter the unique financial account code when creating a new account. The control will be enabled when the Financial Account dialog is enabled for create a new financial account. It is disabled for edit and view. It will default to blank. This control will only accept entry of numeric digits.

1.16.1.2 Financial Account Name Text Box

This control allows the user to enter the financial account name description. The control will be enabled when the Financial Account dialog is enabled for add and edit. It is disabled for view. It will default to blank. This control will only accept entry of the following characters: 1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#&

1.16.1.3 Select funds where this account may be used Grid

This control allows the user to select funds where this account may be used. The control will be enabled for update when the Financial Account dialog is enabled for add and edit a financial account. It is disabled for view. The columns are sizable. Both scroll bars are visible. This control will only allow input in the select check box column. The information on the grid is initially presented in ascending order by fund name. There is no option for resorting. It will have the following columns: Select, Fund, and Fund ID.

1.16.1.3.1 Select Column

The column will be enabled when the grid is enabled. The check may be added or removed to select or de-select the fund.

1.16.1.3.2 Fund Column

The column will be enabled when the grid is enabled. It is a read only field.

1.16.1.3.3 Fund ID Column

The column will be enabled when the grid is enabled. It is a read only field.

1.16.1.4 OK Button

This control allows the user to save the financial account. The control will be enabled when the Financial Account dialog is enabled. Characteristics for the OK button are defined in *Consistencies*.

1.16.1.5 Cancel Button

This control allows the user to exit the Financial Account dialog. The control will be enabled when the Financial Account dialog is enabled for add or edit. Characteristics for the Cancel button are defined in *Consistencies*.

1.16.1.6 Close Button

This control allows the user to exit the Financial Account dialog. The control will be enabled when the Financial Account dialog is enabled for view. Characteristics for the Close button are defined in *Consistencies*.

1.16.2 Edits

If the Financial Account Code control is not valued, the system will present a critical error message that states, "An entry is required for the {control}."

If the Financial Account Name control is not valued or is valued with only with spaces, the system will present a critical error message that states, "An entry is required for the {control}."

When creating a new account, a unique financial account code must be assigned. If the code entered is not unique, the system will present a critical error message that states, "Financial Account Code already exists."

Select funds where this account may be used Grid

Upon add, if at least one fund is not checked in this control, the system will present a critical error message that states, "A selection is required in the Funds list."

1.16.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Account dialog.

1.16.3.1 OK

Upon selection of the OK button, the system will save the financial account and dismiss the Financial Account dialog. Control will return to the Financial Accounts List dialog.

1.16.3.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Financial Account dialog and present the Financial Accounts List dialog.

1.16.3.3 Close

Upon selection of the Close button, the system will dismiss the Financial Account dialog and present the Financial Accounts List dialog.

1.17 Natural Accounts List

The Natural Accounts List dialog is presented when an authorized user selects Natural Accounts from the Financial Management Window Journal View menu option. The entire list of natural accounts is presented in the format illustrated below in natural account name. There is no filter mechanism for this list at this time.

An authorized user will be able to add a new natural account, open and edit information on an existing natural account, and delete an unused natural account.

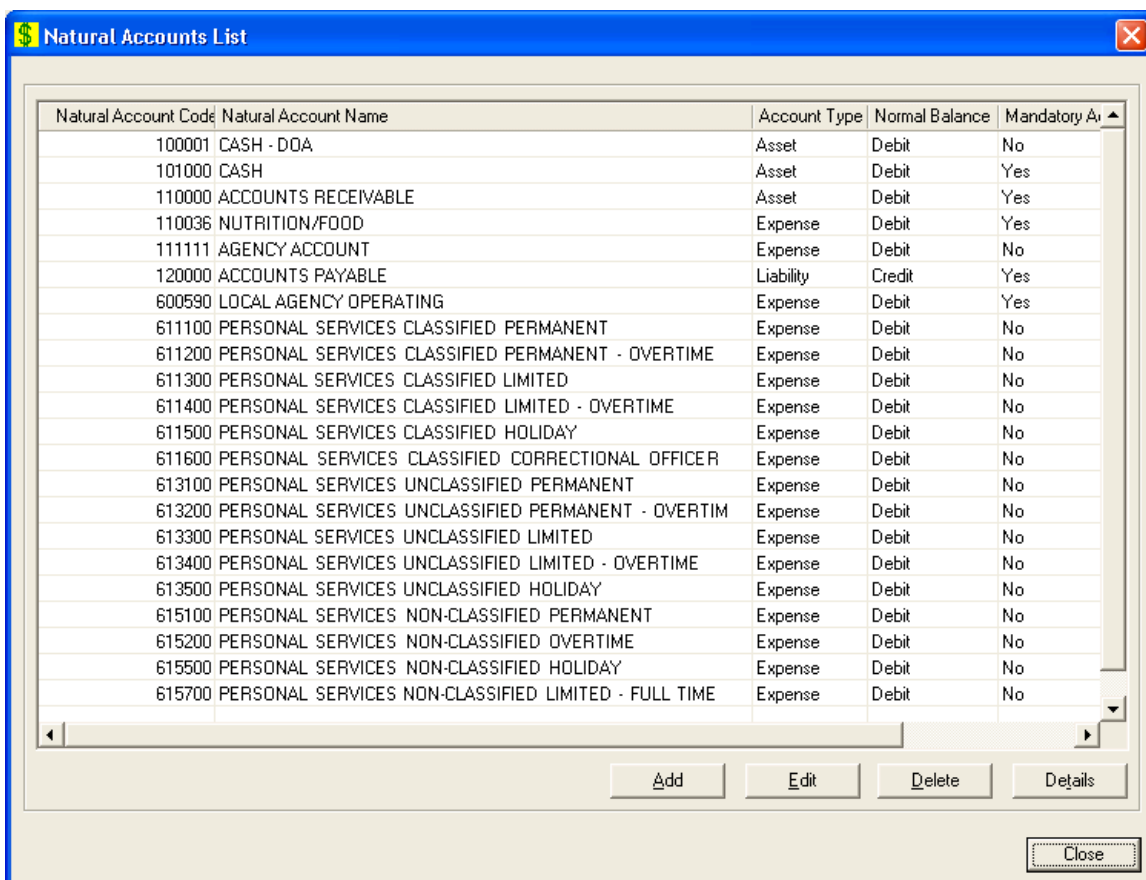


Figure 17- Natural Accounts List

1.17.1 Controls

This section describes the behavior of the controls on the Natural Accounts List.

1.17.1.1 Natural Accounts Grid

This view only grid displays a list of the natural accounts. This is a single selection read-only grid. The columns are sizable. Both scroll bars are visible. The information on the grid is initially presented in ascending order by natural account code. There is no option for resorting. It will have the following columns: Natural Account Code, Natural Account Name, Account Type, Normal Balance, Mandatory Account and Agency Required

1.17.1.1.1 Natural Account Code Column

The column will be enabled when the grid is enabled. It is a read only field.

1.17.1.1.2 Natural Account Name Column

The column will be enabled when the grid is enabled. It is a read only field.

1.17.1.1.3 Account Type Column

The column will be enabled when the grid is enabled. It is a read only field.

1.17.1.1.4 Normal Balance Column

The column will be enabled when the grid is enabled. It is a read only field.

1.17.1.1.5 Mandatory Account Column

The column will be enabled when the grid is enabled. It is a read only field.

1.17.1.1.6 Agency Required Column

The column will be enabled when the grid is enabled. It is a read only field.

1.17.1.2 Add Button

This control presents the Natural Account dialog. The control will be enabled when the Natural Accounts List dialog is enabled. It has a mnemonic of "A".

1.17.1.3 Edit Button

This control presents the Natural Account dialog. The control will be enabled when the Natural Accounts List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "E".

1.17.1.4 Delete Button

Upon selection of the Delete button, the system will prompt the user to confirm the delete operation for the selected grid item. The control will be enabled when the Natural Accounts List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of “D”.

1.17.1.5 Details Button

This control presents the Natural Account dialog. The control will be enabled when the Natural Accounts List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of “T”.

1.17.1.6 Close Button

This control allows the user to exit the Natural Accounts List dialog. The control will be enabled when the Natural Accounts List dialog is active. Characteristics for the Close button are defined in *Consistencies*.

1.17.2 Edits

When the Edit Button is selected:

If a grid row is not selected, the system will present a critical error message that states, “A selection is required in the Natural Account List”.

When the Details Button is selected:

If a grid row is not selected, the system will present a critical error message that states, “A selection is required in the Natural Account List”.

When the Delete Button is selected:

If no grid row is selected, the system will present a critical error message that states, “A selection is required in Natural Account List.”

When the Delete Button is selected:

If the selected item is referenced by another record, such as a journal entry or a fund or statement line account, the system will present a critical error message that states, “Unable to delete. This natural account is associated with at least one record”.

1.17.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Natural Accounts List dialog.

1.17.3.1 Windows Close “X” Button

Upon selection of the Close “X” button, the system will dismiss the Natural Accounts List dialog and return to the Financial Management Window.

1.17.3.2 Add

Upon selection of the Add button, the system will present the Natural Account Dialog.

1.17.3.3 Edit

Upon selection of the Edit button, the system will present the Natural Account Dialog for the selected natural account.

1.17.3.4 Delete

Upon selection of the Delete button, the system will prompt the user to delete a natural account. If the user logged in has permission to delete, the system will display a standard message with the text: "Are you sure you want to delete this Natural Account?" The message box will have Yes and No buttons. Upon selection of the Yes button, the system will delete the selected natural account and remove it from the grid. Upon selection of the No button, control will return to the Natural Accounts List dialog.

1.17.3.5 Details

Upon selection of the Details button, the system will present the Natural Account Dialog to view the selected item.

1.17.3.6 Close

Upon selection of the Close button, the system will dismiss the Natural Accounts List dialog and return to the Financial Management Window.

1.18 Natural Account Dialog

The Natural Account Dialog is presented from the Natural Accounts List dialog. It allows the user to define a new natural account and view or modify information on an existing natural account.

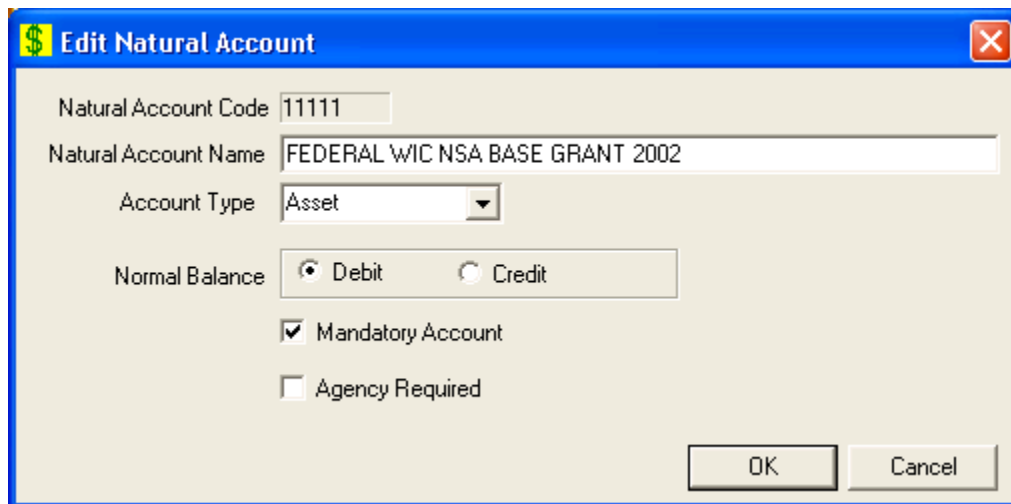


Figure 18- Natural Account Dialog

1.18.1 Controls

This section describes the behavior of the controls on the Natural Account Dialog.

1.18.1.1 Natural Account Code Text Box

This control allows the user to enter the unique natural account code when creating a new natural account. The control will be enabled when the Natural Account Dialog is enabled for create a new natural account. It is disabled for edit and view. It will default to blank. This control will only accept entry of numeric digits only.

1.18.1.2 Natural Account Name Text Box

This control allows the user to enter the natural account name description. The control will be enabled when the Natural Account Dialog is enabled for add and edit. It is disabled for view. It will default to blank. This control will only accept entry of the following characters: 1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#&

1.18.1.3 Account Type Dropdown List

This control allows the user to select the account type. The control will be enabled when the Natural Account Dialog is enabled for add and edit a natural account. It is disabled for view and if journal entries have been made. It will default to blank. It will be filled with all the types in the account type table in alphabetical order.

1.18.1.4 Normal Balance Radio Buttons

This control allows the user to indicate whether this is a debit account or credit account. The control will be enabled when the Natural Account Dialog is enabled for add and edit a natural account. It is disabled for view and if journal entries have been made. It will default to debit upon initial presentation for Add.

1.18.1.5 Mandatory Account Checkbox

This control allows the user to make this account is a mandatory account. The control will be enabled when the Natural Account dialog is enabled for add and edit a natural account. It is disabled for view. It will default to unchecked.

1.18.1.6 Agency Required Checkbox

This control allows the user to indicate that the agency is required for journal entries to this account. The control will be enabled when the Natural Account Dialog is enabled for add and edit a natural account. It is disabled for view. It will default to unchecked.

1.18.1.7 OK Button

This control allows the user to save the natural account. The control will be enabled when the Natural Account Dialog is enabled. Characteristics for the OK button are defined in *Consistencies*.

1.18.1.8 Cancel Button

This control allows the user to exit the Natural Account Dialog. The control will be enabled when the Natural Account Dialog is enabled for add or edit. Characteristics for the Cancel button are defined in *Consistencies*.

1.18.1.9 Close Button

This control allows the user to exit the Natural Account Dialog. The control will be enabled when the Natural Account Dialog is enabled for view. Characteristics for the Close button are defined in *Consistencies*.

1.18.2 Edits

If the Natural Account Name control is not valued or is valued with only with spaces, the system will present a critical error message that states, "An entry is required for the {control}."

If the Natural Account Code control is not valued, the system will present a critical error message that states, "An entry is required for the {control}."

When creating a new Natural Account Code, a unique natural account code must be assigned. If the code entered is not unique, the system will present a critical error message that states, "Natural Account Code already exists."

When creating a new Natural Account Code, if a minimum of six digits is not entered or if the code is not equal to or greater than 100000, the system will present a critical error message that states, "A valid entry is required in the {control}."

If Account Type is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

If neither Normal Balance radio button control is valued, the system will present a critical error message that states, "A selection is required in the Normal Balance."

1.18.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Natural Account Dialog.

1.18.3.1 OK

Upon selection of the OK button, the system will save the natural account and dismiss the Natural Account Dialog. Control will return to the Natural Accounts List dialog.

1.18.3.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Natural Account Dialog and present the Natural Accounts List dialog.

1.18.3.3 Close

Upon selection of the Close button, the system will dismiss the Natural Account Dialog and present the Natural Accounts List dialog.

1.19 Financial Statements List

The Financial Statements List dialog is presented when an authorized user selects Financial Statements from the Financial Management Window Journal menu option. The entire list of statements is presented in the format illustrated below in financial statement name sequence. There is no filter mechanism required for this list because the list of base financial accounts is small.

Using the Financial Statements menu, users will not be able to add financial statements. A programming change is required to support adding a new statement. Users may edit the information on an existing financial statement.

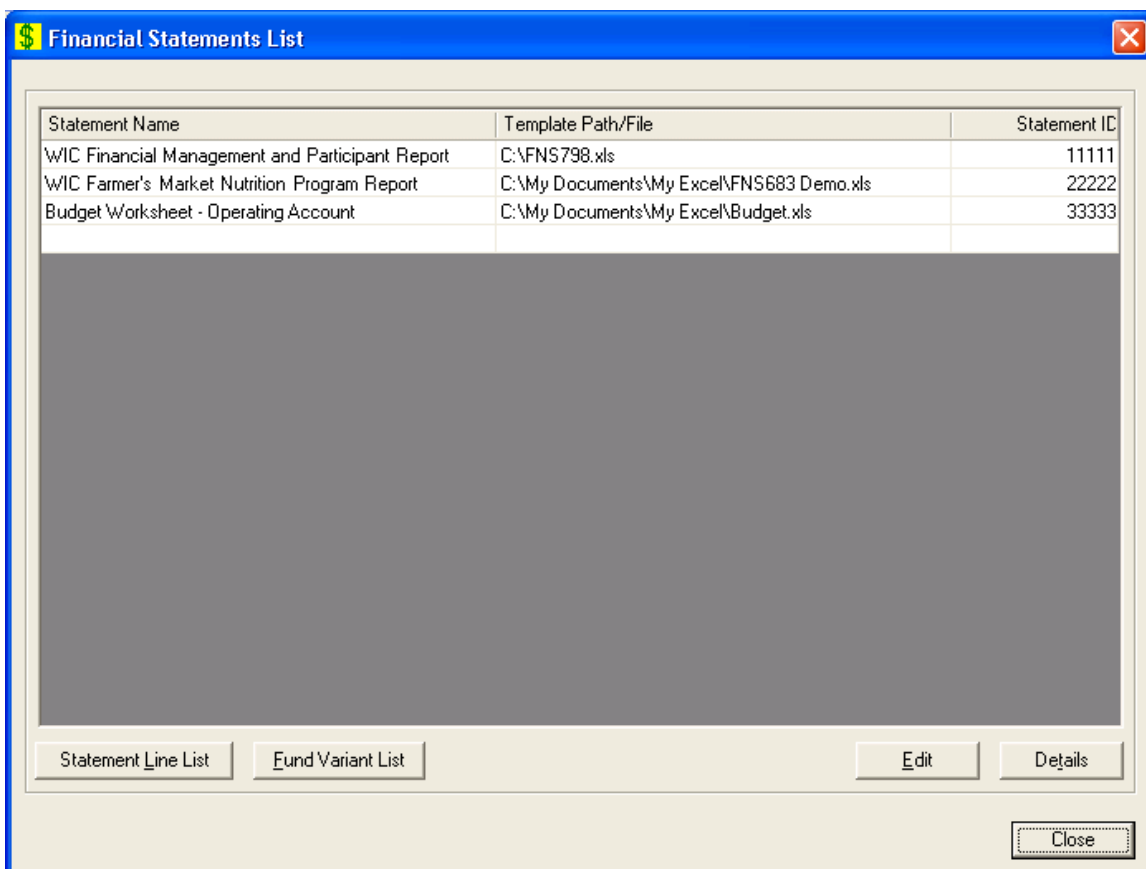


Figure 19- Financial Statements List Dialog

1.19.1 Controls

This section describes the behavior of the controls on the Financial Statements List dialog.

1.19.1.1 Financial Statements Grid

This view only grid displays a list of the financial statements. This is a single selection read-only grid. The columns are sizable. Both scroll bars are visible. The information on the grid is initially presented in ascending order by financial statement name. There is not option for resorting. It will have the following columns: Statement Name, Template Path/File, and Statement ID.

1.19.1.1.1 Statement Name Column

The column will be enabled when the grid is enabled. It is a read only field.

1.19.1.1.2 Template Path/File Column

The column will be enabled when the grid is enabled. It is a read only field.

1.19.1.1.3 Statement ID Column

The column will be enabled when the grid is enabled. It is a read only field.

1.19.1.2 Statement Line List Button

This control presents the Financial Statement Line List dialog. The control will be enabled when the Financial Statement List dialog is enabled. It has a mnemonic of "L".

1.19.1.3 Fund Variant List Button

This control presents the Financial Statement Fund Variant List dialog. The control will be enabled when the Financial Statement List dialog is enabled. It has a mnemonic of "F".

1.19.1.4 Edit Button

This control presents the Financial Statement dialog. The control will be enabled when the Financial Statement List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "E".

1.19.1.5 Details Button

This control presents the Financial Statement dialog. The control will be enabled when the Financial Statement List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "T".

1.19.1.6 Close Button

This control allows the user to exit the Financial Statement List dialog. The control will be enabled when the Financial Statement List dialog is active. Characteristics for the Close button are defined in *Consistencies*.

1.19.2 Edits

When the Statement Line List Button is selected

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Financial Statement."

When the Fund Variant List Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Financial Statement."

When the Edit Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Financial Statement."

When the Details Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Financial Statement."

1.19.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Statements List dialog.

1.19.3.1 Windows Close "X" Button

Upon selection of the Close "X" button, the system will dismiss the Financial Statements List dialog and return to the Financial Management Window.

1.19.3.2 Statement Line List

Upon selection of the Statement Line List button, the system will present the Financial Statement Line List dialog for the selected financial statement.

1.19.3.3 Fund Variant List

Upon selection of the Fund Variant List button, the system will present the Financial Statement Fund Variant List dialog for the selected financial statement.

1.19.3.4 Edit

Upon selection of the Edit button, the system will present the Financial Statement dialog.

1.19.3.5 Details

Upon selection of the Details button, the system will present the Financial Statement dialog to view the selected item.

1.19.3.6 Close

Upon selection of the Close button, the system will dismiss the Financial Statement List dialog and return to the Financial Management Window.

1.20 Financial Statement Dialog

The Financial Statement dialog is presented from the Financial Statement List dialog. It allows the user to define financial statement spreadsheet template. Adding a new Statement ID requires a programming change. Changing the template also requires a programming change. The location of the template and destination paths may be altered, however the path chosen must be in a common location accessible to all authorized users.

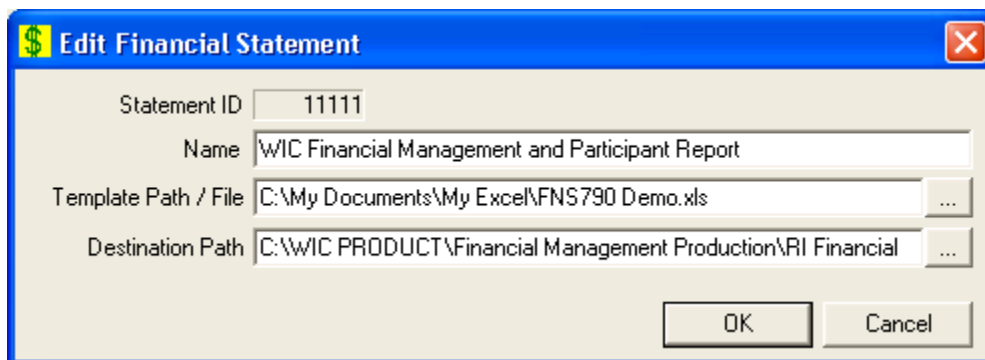


Figure 20- Financial Statements Dialog

1.20.1 Controls

This section describes the behavior of the controls on the Financial Statement dialog.

1.20.1.1 Statement ID Text Box

This control shows the unique Statement ID generated by the system when new Financial Statement is selected from the Financial Statement menu. The control is always disabled.

1.20.1.2 Name Text Box

This control allows the user to enter a descriptive name for this financial statement. The control is always disabled. It will default the value set during implementation.

1.20.1.3 Template Path/File Text Box

This control allows the user to identify the financial statement template that will be used to print this financial statement. The control will be enabled when the Financial Statement dialog is enabled for edit. It is disabled for view. It will default the value set during implementation. This control will only accept entry of the following characters:
1234567890abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
VWXYZ ,.:'\/_

1.20.1.4 Template Path/File Browse Button

This control allows the user to browse the system for a list of financial statement templates. The control will be enabled when the Financial Statement dialog is enabled for edit. It is disabled for view.

1.20.1.5 Destination Path Directory List

This control allows the user to identify where the system will save this financial statement. The control will be enabled when the Financial Statement dialog is enabled and edit. It is disabled for view. It will default the value set during implementation.

1.20.1.6 OK Button

This control allows the user to save the financial statement. The control will be enabled when the Financial Statement dialog is enabled for edit. Characteristics for the OK button are defined in *Consistencies*.

1.20.1.7 Cancel Button

This control allows the user to exit the Financial Statement dialog. The control will be enabled when the Financial Statement dialog is enabled for edit. Characteristics for the Cancel button are defined in *Consistencies*.

1.20.1.8 Close Button

This control allows the user to exit the Financial Statement dialog. The control will be enabled when the Financial Statement dialog is enabled for view. Characteristics for the Close button are defined in *Consistencies*.

1.20.2 Edits

If the Statement Name control is not valued or is valued with only with spaces, the system will present a critical error message that states, "An entry is required for the {control}."

If the Statement Template Path/File control is not valued or is valued with only with spaces, the system will present a critical error message that states, "An entry is required for the {control}."

1.20.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Statement dialog.

1.20.3.1 Template Path/File Browse Button

Upon selection of the Template Path/File Browse button, the system will present the Select Path dialog. Upon return the selected file will be placed in the Template Path/File text box.

1.20.3.2 OK

Upon selection of the OK button, the system will save the financial statement and dismiss the Financial Statement dialog. Control will return to the Financial Statements List dialog.

1.20.3.3 Cancel

Upon selection of the Cancel button, the system will dismiss the Financial Statement dialog and present the Financial Statements List dialog.

1.20.3.4 Close

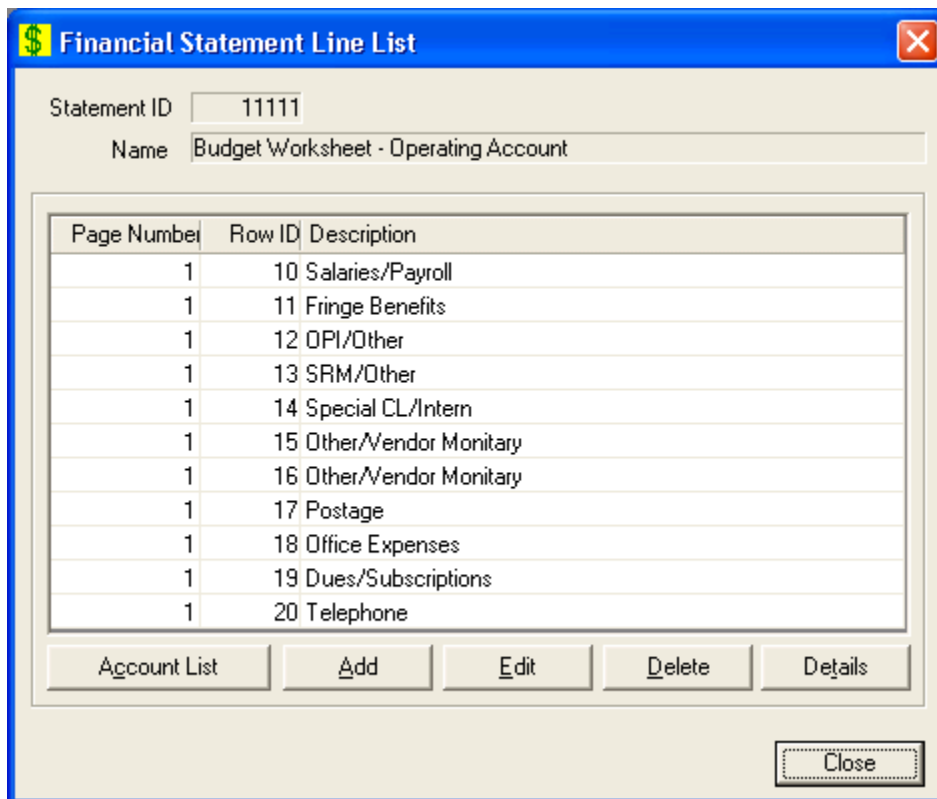
Upon selection of the Close button, the system will dismiss the Financial Statement dialog and present the Financial Statements List dialog.

1.21 Financial Statement Line List Dialog

The Financial Statement Line List dialog is presented from the Financial Statement List dialog. It allows the user to define or influence some of the financial statement information on an existing financial statement.

Adding or deleting Page and Row IDs require a programming change to interface with the template.

The Statement Lines tie financial statement spreadsheet rows to associated financial accounts.



Page Number	Row ID	Description
1	10	Salaries/Payroll
1	11	Fringe Benefits
1	12	OPI/Other
1	13	SRM/Other
1	14	Special CL/Intern
1	15	Other/Vendor Monetary
1	16	Other/Vendor Monetary
1	17	Postage
1	18	Office Expenses
1	19	Dues/Subscriptions
1	20	Telephone

Figure 21- Financial Statements Line List Dialog

1.21.1 Controls

This section describes the behavior of the controls on the Financial Statement Line List dialog.

1.21.1.1 Statement ID Text Box

This control shows the Statement ID for this financial statement. The control is always disabled.

1.21.1.2 Name Text Box

This control shows the descriptive name for this financial statement. The control is always disabled.

1.21.1.3 Statement Lines Grid

This control allows the user to identify the statement lines/rows in the template that will be utilized for this financial statement. This is a single selection read-only grid. The control will be enabled when the Financial Statement Line List dialog is enabled. The columns are sizable. Both scroll bars are visible. This control allows the user to select the statement lines/rows that will be utilized for this statement. The information in the grid is initially presented in ascending order by page-number. There is no option for resorting. It will have the following columns: Page #, Row ID and Description.

1.21.1.3.1 Page # Column

The column will be enabled when the grid is enabled. It is a read only field.

1.21.1.3.2 Row ID Column

The column will be enabled when the grid is enabled. It is a read only field.

1.21.1.3.3 Description Column

The column will be enabled when the grid is enabled. It is a read only field.

1.21.1.4 Account List Button

Upon selection of the Account List button, the system will present the Financial Statement Line Account List dialog. The control will be enabled when the Financial Statement Line List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "C".

1.21.1.5 Add Button

Upon selection of the Add button, the system will present the Financial Statement Line dialog. The control will be enabled when the Financial Statement Line List dialog is enabled. It has a mnemonic of "A".

1.21.1.6 Edit Button

Upon selection of the Edit button, the system will present the Financial Statement Line dialog for the selected grid item. The control will be enabled when the Financial Statement Line List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "E".

1.21.1.7 Delete Button

Upon selection of the Delete button, the system will prompt the user to confirm the delete operation for the selected grid item. The control will be enabled when the Financial Statement Line List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "D".

1.21.1.8 Details Button

Upon selection of the Details button, the system will present the Financial Statement Line dialog to view the selected item. The control will be enabled when the Financial Statement Line List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "T".

1.21.1.9 Close Button

This control allows the user to exit the Financial Statement Line List dialog. The control will be enabled when the Financial Statement Line List dialog is active. Characteristics for the Close button are defined in *Consistencies*.

1.21.2 Edits

When the Edit Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Statement Line."

When the Delete Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Statement Line."

When the Details Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Statement Line."

1.21.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Statement Line List dialog.

1.21.3.1 Account List

Upon selection of the Account List button, the system will present the Financial Statement Line Account List dialog.

1.21.3.2 Add

Upon selection of the Add button, the system will present the Financial Statement Line dialog.

1.21.3.3 Edit

Upon selection of the Edit button, the system will present the Financial Statement Line dialog for the selected line item.

1.21.3.4 Delete

Upon selection of the Delete button, the system will prompt the user to delete the selected item. If the user logged in has permission to delete, the system will display a standard message with the text: "Are you sure you want to delete this Financial Statement Line?" The message box will have Yes and No buttons. Upon selection of the Yes button, the system will delete the selected Financial Statement Line and remove it from the grid. Upon selection of the No button, control will return to the Financial Statement Line List dialog.

1.21.3.5 Details

Upon selection of the Details button, the system will present the Financial Statement Line dialog to view the selected item.

1.21.3.6 Close

Upon selection of the Close button, the system will dismiss the Financial Statement Line List dialog and present the Financial Statements List dialog.

1.22 Financial Statements Line

The Financial Statements Line dialog is presented when an authorized user selects a Financial Statement Line from the Financial Statement Line List.

The Statement Lines are linked to financial statement template spreadsheet rows. The user is responsible for validating the row ID entered is a valid row in the template.

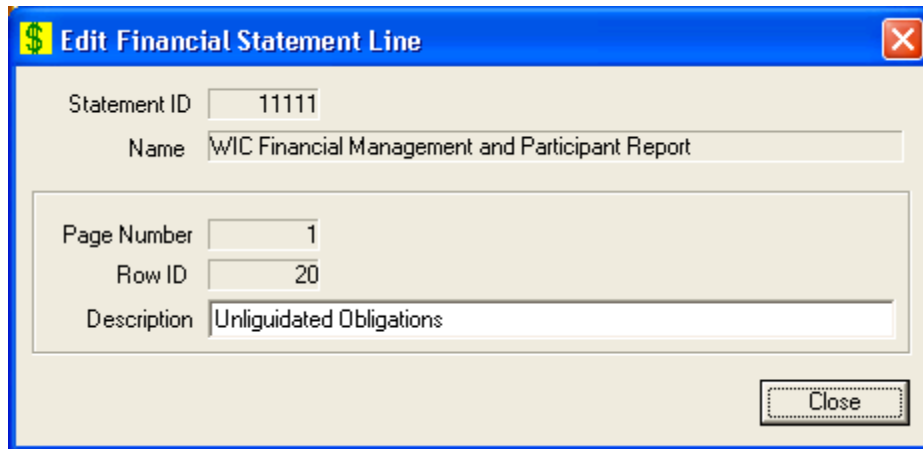


Figure 22- Financial Statements Line Dialog

1.22.1 Controls

This section describes the behavior of the controls on the Financial Statement Line dialog.

1.22.1.1 Statement ID Text Box

This control shows the unique Statement ID for this financial statement. The control is always disabled.

1.22.1.2 Name Text Box

This control shows the descriptive name for this financial statement. The control is always disabled.

1.22.1.3 Page # Text Box

This control allows the user to identify the spreadsheet worksheet name in the financial statement template that will be used to print this financial statement. The control will be enabled when the Financial Statement Line dialog is enabled for add. It is disabled for edit and view. This control will only accept entry of numeric digits. It will default to blank.

1.22.1.4 Row ID Text Box

This control allows the user to identify the spreadsheet row ID in the financial statement template that will be used to print this financial statement. The control will be enabled when the Financial Statement Line dialog is enabled for add. It is disabled for edit and view. This control will only accept entry of numeric digits. It will default to blank.

1.22.1.5 Description Text Box

This control allows the user to record descriptive text to identify with the statement line on the spreadsheet. The control will be enabled when the Financial Statement dialog is enabled for add and edit. It is disabled for view. It will default to blank. This control will only accept entry of the following characters including both upper and lower case:
1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ ,.'-/#&

1.22.1.6 OK Button

This control allows the user to save the financial statement line. The control will be enabled when the Financial Statement Line dialog is enabled for add or edit. Characteristics for the OK button are defined in *Consistencies*.

1.22.1.7 Cancel Button

This control allows the user to exit the Financial Statement Line dialog. The control will be enabled when the Financial Statement Line dialog is enabled for add or edit. Characteristics for the Cancel button are defined in *Consistencies*.

1.22.1.8 Close Button

This control allows the user to exit the Financial Statement Line dialog. The control will be enabled when the Financial Statement dialog is enabled for view. Characteristics for the Close button are defined in *Consistencies*.

1.22.2 Edits

If the Page # control is not valued or is valued with only with spaces, the system will present a critical error message that states, "An entry is required for the {control}."

If the Row ID control is not valued or is valued with zero, the system will present a critical error message that states, "An entry is required for the {control}."

When creating a new line, a unique page# and row ID must be assigned. If the page/row entered is not unique, the system will present a critical error message that states, "Statement Line already exists."

If the Description control is not valued or is valued with only with spaces, the system will present a critical error message that states, “An entry is required for the {control}.”

1.22.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Statement Line dialog.

1.22.3.1 OK

Upon selection of the OK button, the system will save the financial statement line and dismiss the Financial Statement Line dialog. Control will return to the Financial Statement Line List dialog.

1.22.3.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Financial Statement Line dialog and present the Financial Statement Line List dialog.

1.22.3.3 Close

Upon selection of the Close button, the system will dismiss the Financial Statement Line dialog and present the Financial Statement Line List dialog.

1.23 Financial Statement Line Account List Dialog

The Financial Statement Line Account List dialog is presented from the Financial Statement Line List dialog. It allows the user to associate financial accounts and natural accounts with financial statement report rows.

Financial Account	Natural Account
MIS FUNDS	641210 - EQUIPMENT DIRECT PURCHASE COMPUTERS PERSONAL
	641220 - EQUIPMENT DIRECT PURCHASE COMPUTERS PRINTERS
	641230 - EQUIPMENT DIRECT PURCHASE COMPUTERS NETWORK
	641240 - EQUIPMENT DIRECT PURCHASE COMPUTERS SERVERS
	641250 - EQUIPMENT DIRECT PURCHASE COMPUTERS SOFTWARE
	641260 - EQUIPMENT DIRECT PURCHASE COMPUTERS COMPONENTS
WIC ADMINISTRATIVE	641210 - EQUIPMENT DIRECT PURCHASE COMPUTERS PERSONAL
	641220 - EQUIPMENT DIRECT PURCHASE COMPUTERS PRINTERS
	641230 - EQUIPMENT DIRECT PURCHASE COMPUTERS NETWORK
	641240 - EQUIPMENT DIRECT PURCHASE COMPUTERS SERVERS
	641250 - EQUIPMENT DIRECT PURCHASE COMPUTERS SOFTWARE
	641260 - EQUIPMENT DIRECT PURCHASE COMPUTERS COMPONENTS

Figure 23- Financial Statements Line Account List Dialog

1.23.1 Controls

This section describes the behavior of the controls on the Financial Statement Line Account List dialog.

1.23.1.1 Statement ID Text Box

This control shows the Statement ID for this financial statement. The control is always disabled.

1.23.1.2 Name Text Box

This control shows the descriptive name for this financial statement. The control is always disabled.

1.23.1.3 Page # Text Box

This control shows the page # for this financial statement worksheet. The control is always disabled.

1.23.1.4 Row ID Text Box

This control shows the row ID for this financial statement worksheet. The control is always disabled.

1.23.1.5 Description Text Box

This control shows the descriptive text to identify the statement line on the spreadsheet for this financial statement worksheet. The control is always disabled.

1.23.1.6 Accounts Grid

This control allows the user to view the financial accounts and natural account associated with financial statement lines/rows. This is a single selection read-only grid. The control will be enabled when the Financial Statement Line Account List dialog is enabled. The columns are sizable. Both scroll bars are visible. This control allows the user to select the statement lines/rows that will be utilized for this statement. The information in the grid is initially presented in ascending order by financial account description and natural account code. There is no option for resorting. It will have the following columns: Financial Account and Natural Account.

1.23.1.6.1 Financial Account Column

The column will be enabled when the grid is enabled. It is a read only field.

1.23.1.6.2 Natural Account Column

The column will be enabled when the grid is enabled. It is a read only field.

1.23.1.7 Add Button

Upon selection of the Add button, the system will present the Financial Statement Line Account dialog. The control will be enabled when the Financial Statement Line Account List dialog is enabled. It has a mnemonic of "A".

1.23.1.8 Edit Button

Upon selection of the Edit button, the system will present the Financial Statement Line Account dialog for the selected grid item. The control will be enabled when the Financial Statement Line Account List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "E".

1.23.1.9 Delete Button

Upon selection of the Delete button, the system will prompt the user to confirm the delete operation for the selected grid item. The control will be enabled when the Financial Statement Line Account List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "D".

1.23.1.10 Details Button

Upon selection of the Details button, the system will present the Financial Statement Line Account dialog to view the selected item. The control will be enabled when the Financial Statement Line Account List dialog is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "T".

1.23.1.11 Close Button

This control allows the user to exit the Financial Statement Line Account List dialog. The control will be enabled when the Financial Statement Line Account List dialog is active. Characteristics for the Close button are defined in *Consistencies*.

1.23.2 Edits

When the Edit Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Accounts."

When the Details Button When the Edit Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Accounts."

When the Delete Button When the Edit Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Accounts."

1.23.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Statement Line Account List dialog.

1.23.3.1 Add

Upon selection of the Add button, the system will present the Financial Statement Line Account dialog.

1.23.3.2 Edit

Upon selection of the Edit button, the system will present the Financial Statement Line Account dialog for the selected line item.

1.23.3.3 Delete

Upon selection of the Delete button, the system will prompt the user to delete the selected item. If the user logged in has permission to delete, the system will display a standard message with the text: "Are you sure you want to delete this Financial Statement Line Account?" The message box will have Yes and No buttons. Upon selection of the Yes button, the system will delete the selected Financial Statement Line Account and remove it from the grid. Upon selection of the No button, control will return to the Financial Statement Line Account List dialog.

1.23.3.4 Details

Upon selection of the Details button, the system will present the Financial Statement Line Account dialog to view the selected item.

1.23.3.5 Close

Upon selection of the Close button, the system will dismiss the Financial Statement Line Account List dialog and present the Financial Statements Line List dialog.

1.24 Financial Statement Line Account Dialog

The Financial Statement Lines dialog is presented from the Financial Statement dialog. It allows the user to associate financial accounts and natural accounts with financial statement report lines.

Select	Natural Account
<input checked="" type="checkbox"/>	621500 - EMPLOYEE BENEFITS / ASSESMENTS RETIREMENTS
<input checked="" type="checkbox"/>	628500 - EMPLOYEE BENEFITS / ASSESMENTS UNEMPLO COMP
<input checked="" type="checkbox"/>	641260 - EQUIPMENT DIRECT PURCHASE COMPUTERS COMPO
<input checked="" type="checkbox"/>	641230 - EQUIPMENT DIRECT PURCHASE COMPUTERS NETWO
<input checked="" type="checkbox"/>	641210 - EQUIPMENT DIRECT PURCHASE COMPUTERS PERSON
<input checked="" type="checkbox"/>	641220 - EQUIPMENT DIRECT PURCHASE COMPUTERS PRINTE
<input checked="" type="checkbox"/>	641240 - EQUIPMENT DIRECT PURCHASE COMPUTERS SERVER
<input checked="" type="checkbox"/>	641250 - EQUIPMENT DIRECT PURCHASE COMPUTERS SOFTW
<input checked="" type="checkbox"/>	641610 - EQUIPMENT DIRECT PURCHASE EDUC EQUIP. LIBRAR
<input checked="" type="checkbox"/>	641630 - EQUIPMENT DIRECT PURCHASE EDUC EQUIP. AUDIO/
<input checked="" type="checkbox"/>	641620 - EQUIPMENT DIRECT PURCHASE EDUC EQUIP. TEXT B

Figure 24 - Financial Statements Line Accounts Dialog

1.24.1 Controls

This section describes the behavior of the controls on the Financial Statement Line Account dialog.

1.24.1.1 Statement ID Text Box

This control shows the Statement ID for this financial statement. The control is always disabled.

1.24.1.2 Name Text Box

This control shows the descriptive name for this financial statement. The control is always disabled.

1.24.1.3 Page # Text Box

This control shows the page # for this financial statement worksheet. The control is always disabled.

1.24.1.4 Row ID Text Box

This control shows the row ID for this financial statement worksheet. The control is always disabled.

1.24.1.5 Description Text Box

This control shows the descriptive text to identify the statement line on the spreadsheet for this financial statement worksheet. The control is always disabled.

1.24.1.6 Financial Account Dropdown List

This control allows the user to select a financial account. The control will be enabled when the Financial Statement Line Account dialog is enabled for add. It is disabled for edit and view. It will be filled with all the financial accounts in the financial account table sorted in ascending alphabetical order. This control will default to blank upon initial presentation.

1.24.1.7 Natural Account Grid

This control allows the user to associate financial accounts and natural accounts with specific lines on this financial statement. The control will be enabled when the Financial Statement Line Account dialog is enabled for add and edit. It is disabled for view. The columns are not sizable. Both scroll bars are visible. This control will only allow input in the select check box column. The information in the grid is initially presented in ascending order by natural account code. There is no option for resorting. It will have the following columns: Select and Natural Account.

1.24.1.7.1 Select Column

The column will be enabled when the grid is enabled. The check may be added or removed to select or de-select the natural account.

1.24.1.7.2 Natural Account Column

The column will be enabled when the grid is enabled. It is a read only field.

1.24.1.8 OK Button

This control allows the user to save the financial account, natural account and statement line association(s). The control will be enabled when the Financial Statement Line dialog is enabled. Characteristics for the OK button are defined in *Consistencies*.

1.24.1.9 Cancel Button

This control allows the user to exit the Financial Statement Line dialog. The control will be enabled when the Financial Statement Line dialog is enabled for add and edit. Characteristics for the Cancel button are defined in *Consistencies*.

1.24.1.10 Close Button

This control allows the user to exit the Financial Statement Line dialog. The control will be enabled when the Financial Statement Line dialog is enabled for view. Characteristics for the Close button are defined in *Consistencies*.

1.24.2 Edits

If a natural account is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

If a financial account is not selected, the system will present a critical error message that states, "A selection is required in the {control}."

1.24.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Statement Line dialog.

1.24.3.1 OK

Upon selection of the OK button, the system will save the selected statement line accounts (financial account, natural account, and statement line associations) and dismiss the Financial Statement Line Account dialog. Control will return to the Financial Statement Line Account List dialog.

1.24.3.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Financial Statement Line Account dialog and present the Financial Statement Line Account List dialog.

1.24.3.3 Close

Upon selection of the Close button, the system will dismiss the Financial Statement Line Account dialog and present the Financial Statement Line Account List dialog.

1.25 Financial Statement Fund Variant List Dialog

The Financial Statement Fund Variant List dialog is presented from the Financial Statement List dialog. It allows the user to define or influence some of the financial statement information on an existing financial statement. Adding a new Statement ID requires a programming change.

The statement variants will be applied to FNS-798 spreadsheet worksheet page 1 to project current and future months Adjusted Gross Obligations. See the spreadsheet template line showing "1. Adjusted Gross Obligations."

Period	Redemption	Caseload	Inflation
January	100.0%	100.0%	100.0%
February	98.0%	95.0%	100.25%
March	93.0%	100.0%	100.0%
April	100.75%	100.0%	100.25%
May	100.0%	100.0%	100.0%
June	100.0%	100.0%	100.0%
July	100.5%	99.5%	100.25%
August	100.0%	100.0%	100.0%
September	100.0%	100.0%	100.25%
October	100.0%	100.0%	100.25%
November	100.0%	100.0%	100.0%
December	100.0%	109.0%	100.25%

Figure 25- Financial Statements Fund Variant List Dialog

1.25.1 Controls

This section describes the behavior of the controls on the Financial Statement Fund Variant List dialog.

1.25.1.1 Statement ID Text Box

This control shows the unique Statement ID for the financial statement. The control is always disabled.

1.25.1.2 Name Text Box

This control shows the descriptive name for this financial statement. The control is always disabled.

1.25.1.3 Show Variants for Year Dropdown List

This control allows the user to select the variants by calendar year. The control will be enabled when the Financial Statement Fund Variant List is enabled. The list will be filled with the years from the Fund Obligation Variants table sorted in descending chronological (CCYY) order by accounting period. It defaults to blank upon initial presentation.

1.25.1.4 Add Year Button

This control allows the user to select a new year and generate new fund obligation variants. The control will be enabled when the Financial Statement Fund Variant List dialog is enabled. It has a mnemonic.

1.25.1.5 Statement Fund Variants Grid

This control allows the user to view the statement variants that will be utilized for this financial statement. This is a single select read-only grid. The control will be enabled for update when the Financial Statement Fund Variant List is enabled. The columns are sizable. It allows the user to view the redemption, caseload, inflation, and close out values by accounting period. The information in the grid is initially presented in ascending order by accounting period. There is no option for resorting. It will have the following columns: Accounting Period Month, Redemption, Caseload, and Inflation. The grid will be repopulated when the fiscal year is changed and after editing.

1.25.1.5.1 Period Column

The column will be enabled when the grid is enabled. It is a read only field.

1.25.1.5.2 Redemption Column

The column will be enabled when the grid is enabled. It is a read only field.

1.25.1.5.3 Caseload Column

The column will be enabled when the grid is enabled. It is a read only field.

1.25.1.5.4 Inflation Column

The column will be enabled when the grid is enabled. It is a read only field.

1.25.1.6 Edit Button

Upon selection of the Edit button, the system will present the Financial Statement Fund Variant dialog for the selected grid item. The control will be enabled when the Financial Statement Fund Variant List is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "E".

1.25.1.7 Details Button

Upon selection of the Details button, the system will present the Financial Statement Fund Variant dialog to view the selected item. The control will be enabled when the Financial Statement Fund Variant List is enabled. It is disabled if there are no entries in the list. It has a mnemonic of "T".

1.25.1.8 Close Button

This control allows the user to exit the Financial Statement Fund Variant List dialog. The control will be enabled when the Financial Statement Fund Variant List is active. Characteristics for the Close button are defined in *Consistencies*.

1.25.2 Edits

When the Edit Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Statement Variant."

When the Details Button is selected:

If no grid row is selected, the system will present a critical error message that states, "A selection is required in the Statement Variant."

1.25.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Statement Fund Variant List dialog.

1.25.3.1 Show Variants for Year Drop Down List

Upon the change of the year, the grid will be re-populated for the selected year.

1.25.3.2 Add Year Button

Upon selection of the Add Year button, the system will present the Financial Statement Variant Year dialog for the selected grid item.

1.25.3.3 Edit Button

Upon selection of the Edit button, the system will present the Financial Statement Fund Variant dialog for the selected grid item.

1.25.3.4 Details Button

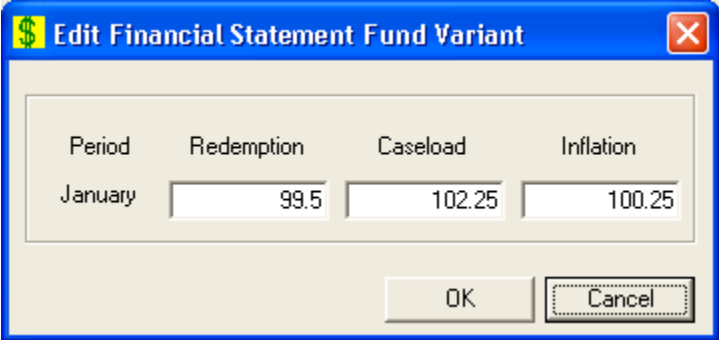
Upon selection of the Details button, the system will present the Financial Statement Fund Variant dialog to view the selected item.

1.25.3.5 Close

Upon selection of the Close button, the system will dismiss the Financial Statement Fund Variant List and present the Financial Statements List dialog.

1.26 Financial Statement Fund Variant

The Financial Statement Fund Variant dialog is presented from the Financial Statement Variant List dialog when a user selects Edit.



Period	Redemption	Caseload	Inflation
January	99.5	102.25	100.25

OK Cancel

Figure 26 - Financial Statements Fund Variant Dialog

1.26.1 Controls

This section describes the behavior of the controls on the Financial Statement Fund Variant dialog.

1.26.1.1 Period Text Box

This control shows the period. The control is always disabled.

1.26.1.2 Redemption Text Box

This control allows the user to enter a redemption value to the financial statement fund variant. The control will be enabled when the Financial Statement Fund Variant dialog is enabled. The masked control will only accept entry of positive and negative numeric digits. (#####.#####)

1.26.1.3 Caseload Text Box

This control allows the user to enter a caseload value to the financial statement fund variant. The control will be enabled when the Financial Statement Fund Variant dialog is enabled. The masked control will only accept entry of positive and negative numeric digits. (#####.#####)

1.26.1.4 Inflation Text Box

This control allows the user to enter an inflation value to the financial statement fund variant. The control will be enabled when the Financial Statement Fund Variant dialog is enabled. The masked control will only accept entry of positive and negative numeric digits. (#####.#####)

1.26.1.5 OK Button

This control allows the user to save fund obligation variants for a Financial Statement. The control will be enabled when the Financial Statement Fund Variant dialog is enabled. Characteristics for the OK button are defined in *Consistencies*.

1.26.1.6 Cancel Button

This control allows the user to exit the Financial Statement Fund Variant dialog. The control will be enabled when the Financial Statement Fund Variant dialog is enabled for edit. Characteristics for the Cancel button are defined in *Consistencies*.

1.26.1.7 Close Button

This control allows the user to exit the Financial Statement Fund Variant dialog. The control will be enabled when the Financial Statement Fund Variant dialog is enabled for view. Characteristics for the Close button are defined in *Consistencies*.

1.26.2 Edits

None

1.26.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Statement Fund Variant dialog.

1.26.3.1 OK

Upon selection of the OK button, the system will save the financial statement fund variants and dismiss the Financial Statement Fund Variant dialog. Control will return to the Financial Statement Fund Variant List dialog.

1.26.3.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Financial Statement Fund Variant dialog and present the Financial Statement Fund Variant List dialog.

1.26.3.3 Close

Upon selection of the Close button, the system will dismiss the Financial Statement Fund Variant dialog and present the Financial Statement Fund Variant List dialog.

1.27 Add Financial Statement Variant Year

The Financial Statement Variant Year dialog is presented from the Financial Statement Variant List dialog when a user selects Add Year.

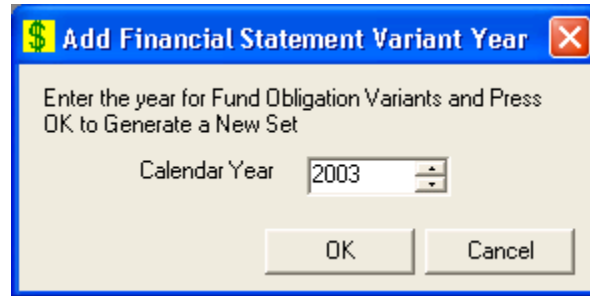


Figure 27- Financial Statement Variant Year

1.27.1 Controls

This section describes the behavior of the controls on the Financial Statement Variant Year dialog.

1.27.1.1 Calendar Year Spin Control

This control allows the user to enter add a new year to the Financial Statement Variants. The control will be enabled when the Financial Statement Variant Year dialog is enabled. The masked date control will only accept entry of numeric digits. This control will default to next logical year upon initial presentation, today's year if no Financial Statement Variant years have been set up. The control range will allow up to one year in the past and two years in the future.

1.27.1.2 OK Button

This control allows the user to generate a default schedule for this accounting year. The control will be enabled when the Financial Statement Variant Year dialog is enabled. Characteristics for the OK button are defined in *Consistencies*.

1.27.1.3 Cancel Button

This control allows the user to exit the Financial Statement Variant Year dialog. The control will be enabled when the Financial Statement Variant Year dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

1.27.2 Edits

Calendar Year Spin: If a financial statement variant exists for the selected year, the system will present a critical error message that states, "Calendar Year already exists."

Calendar Year Spin: The years must be entered contiguously. If the year is not one year after the last year or one year prior to the first year, the system will present a critical error message that states, "The year is not allowed."

1.27.3 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Financial Statement Variant Year dialog.

1.27.3.1 OK

Upon selection of the OK button, the system will add the twelve periods (01 - 12) for the Financial Statement Variants Year and default the variants values to 100% then dismiss the Financial Statement Variant Year dialog. Control will return to the Financial Statement Fund Variant List dialog.

1.27.3.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Financial Statement Variant Year dialog and present the Financial Statement Fund Variant List dialog.

1.28 Select Path Dialog

The Select Path dialog is presented from the Financial Statement dialog. It allows the user to browse for or select a directory or file for the Financial Statement.

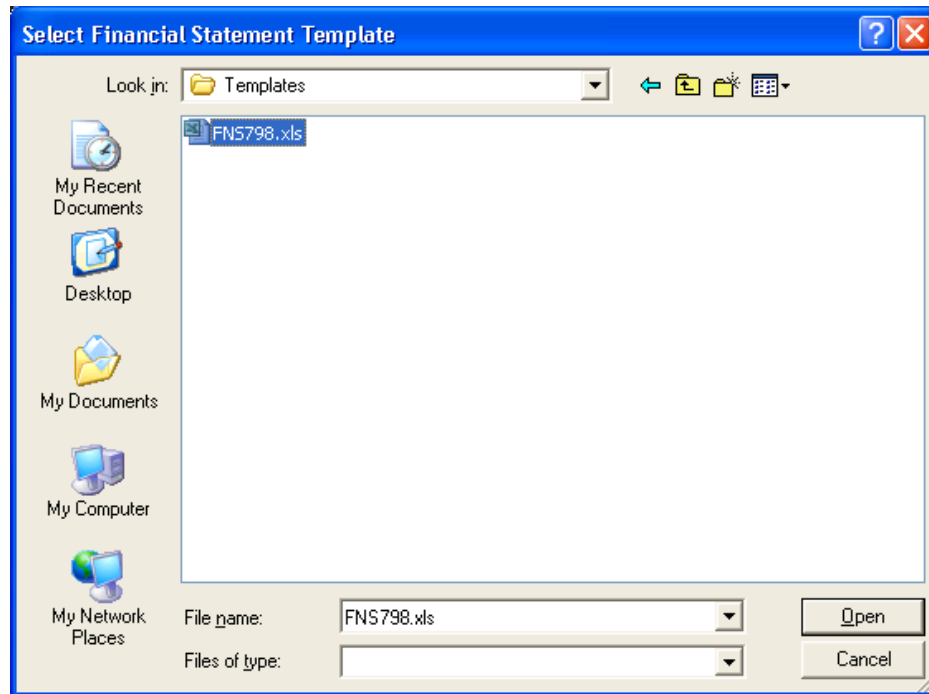


Figure 28– Select Path File Dialog

1.28.1 Controls

This section describes the behavior of the controls on Select Path dialog. The operating system will determine the look and behavior of this control.

1.28.1.1 Select Path Common Dialog Control

This control allows the user to browse for or select a directory or file. The control will be enabled when the Select Path Common Dialog is enabled. It allows the user to look for and select a file.

1.28.1.1.1 Look In Dropdown List

This control allows the user to select the location of file. The control will be enabled when the Select Path Common Dialog is enabled.

1.28.1.1.2 File Tree

This control allows the user to select the file. The control will be enabled when the Select Path Common Dialog is enabled.

1.28.1.1.1.3 File Name

This control allows the user to type or verify the selected path or file. The control will be enabled when the Select Path Common Dialog is enabled.

1.28.1.1.1.4 Open Button

This control allows the user to insert the selected path/file into the Financial Statement dialog. The control will be enabled when the Select Path Common Dialog is enabled. It has a mnemonic of "O". It will be the default button for the dialog.

1.28.1.1.1.5 Cancel Button

This control allows the user to exit the Select Path dialog. The control will be enabled when the Select Path Common Dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

1.28.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Select Path dialog.

1.28.2.1 Open

Upon selection of the Open button, the system will dismiss the Select Path dialog and insert the path/file into the path field on the Financial Statement dialog. Control will return to the Financial Statement dialog.

1.28.2.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Select Path dialog and present the Financial Statement dialog.

2. Journal Examples

The following tables are affected by the recording of a journal entry:

- Journal – a record is created for each set of journal entries. The user controls when a new journal identifier is assigned.
- Journal Entry – a record is created for each row completed on the entry grid of the user dialog. At least two entries are required.

The following table illustrates an example of journal entries resulting from when an authorized user selected to post the entries from the user interface:

Jrnl ID	Seq	Trans Date	Transaction Description	Fund	Account	Account Name	Agency	Amount	D/C
01	1	10/01/00	August	WICA	1000	Fund Admin. Account		\$2,871.00	D
01	2	10/01/00	August	WICA	2000	Office Expense Acct		(\$2,871.00)	C

2.1 Legend for Account Type and Normal Balance:

Normal Balance is Debit: Debit trans. amount is positive and Credit trans. amount is negative

Normal Balance is Credit: Credit trans. amount is positive and Debit trans. amount is negative

- Asset Account – (Normal Balance is Debit) Increase is a Debit and Decrease is a Credit
(Cash, Accounts Receivable) Estimated and Received Award/Grant Allotment, Rebates
- Liability Account – (Normal Balance is Credit) Increase is a Credit and Decrease is a Debit
(Accounts Payable) Encumbrances, Obligations, Restriction or Reserve or Earmark on Assets or available spending authority pending recording the actual liabilities and/or expenditures
- Expense Account – (Normal Balance is Debit) Increase is a Debit and Decrease is a Credit
(Food, Postage, Office Supplies)
- Income Account – (Normal Balance is Credit) Increase is a Credit and Decrease is a Debit
(Revenue/Sales) Fund Awards/Grants, Fund Anticipated Rebates Income
- Fund Balance Account – (Normal Balance is Debit) Increase is a Debit and Decrease is a Credit
(Fund Balance for Expected Surplus or Deficit, Retained Earnings)

Balance of Accounts:

$$A = L + OE$$

2.2 Legend for Books:

B = Budget Accounting

A = Actual Accounting

F = Forecast Accounting

The following set illustrates an example of journal entries in the first quarter:

- Open the budget books. Make an entry in the budget accounting book. Record expected funds for the fiscal year – grants awarded and rebates expected.
 - Set up the fund(s).
 - Set up the reference account.
 - Budget for known awards. \$12,000,000 for Federal WIC Food \$8,000,000 for Federal WIC NSA - Administrative
 - Budget for Expected Rebates. \$4,000,000 in Manufacturer Rebates on Infant Formula for State WIC Food \$2,000,000 in Manufacturer Rebates on Milk for State WIC Food
 - Etc.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
01	1	10/2000	10/01/2000	2001 Federal Award Annual Allotment	WICF	B	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$12,000,000.00	C
01	2	10/2000	10/01/2000	2001 Federal Award Annual Allotment	WICF	B	Fed WIC Pgm WIC Food	Expense - Food		\$12,000,000.00	D

Budget Accounting Book Entries:

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

| \$12m

Expense Sub Accounts (Expense)

_____D_____C_____

\$12m |

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Account Name	Natural Account	Agency	Amount	D/C
02	1	10/2000	10/01/2000	2001 Federal Award Annual	WICN	B	Fed WIC Pgm NSA Admin.	Revenue/ Sales/ Fund/		\$8,000,000.00	C

				Allotment				Rebate			
02	2	10/2000	10/01/2000	2001 Federal October Actuals	WICN	B	Fed WIC Pgm NSA Admin.	Expense - Salaries		\$2,000,000.00	D
02	3	10/2000	10/01/2000	2001 Federal October Actuals	WICN	B	Fed WIC Pgm NSA Admin.	Expense – Fringe Benefits		\$500,000.00	D
02	4	10/2000	10/01/2000	2001 Federal October Actuals	WICN	B	Fed WIC Pgm NSA Admin.	Expense – Office Space		\$500,000.00	D
02	5	10/2000	10/01/2000	2001 Federal October Actuals	WICN	B	Fed WIC Pgm NSA Admin.	Expense - Telephone		\$100.00	D
02	6	10/2000	10/01/2000	2001 Federal October Actuals	WICN	B	Fed WIC Pgm NSA Admin.	Expense - Printing		\$300.00	D
02	7	10/2000	10/01/2000	2001 Federal October Actuals	WICN	B	Fed WIC Pgm NSA Admin.	Expense – Postage		\$100.00	D
02	8	10/2000	10/01/2000	2001 Federal October Actuals	WICN	B	Fed WIC Pgm NSA Admin.	Expense – Office Equip		\$500,000.00	D
02	9	10/2000	10/01/2000	2001 Federal October Actuals	WICN	B	Fed WIC Pgm NSA Admin.	Expense – Etc.		\$4,000,000.00	D

Budget Accounting Book Entries:

Accounts Receivable (Asset)

_____D_____C_____

| \$8m

Expense Sub Accounts (Expense)

_____D_____C_____

\$2m |

\$500t |

\$500t |

\$10t |

\$30t |

\$10t |

\$500t |

\$4m |

Jrnl	Seq	Accounting	Trans	Transaction	Fund	Bdgt/ Actual/	Financial	Natural	Agency	Amount	D/C
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ID		Period	Date	Description		Fcast	Account	Account			
03	1	10/2000	10/01/00	2001 Rebate Annual Allotment – Formula	WICF	B	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$4,000,000.00	C
03	2	10/2000	10/01/00	2001 Rebate Annual Allotment – Formula	WICF	B	Fed WIC Pgm WIC Food	Expense - Food		\$4,000,000.00	D

Budget Accounting Book Entries:

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

| \$4m

Expense Sub Accounts (Expense)

_____D_____C_____

\$4m |

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
04	1	10/2000	10/01/00	2001 Rebate Annual Allotment – Milk	WICF	B	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$2,000,000.00	C
04	2	10/2000	10/01/00	2001 Rebate Annual Allotment – Milk	WICF	B	Fed WIC Pgm WIC Food	Expense - Food		\$2,000,000.00	D

Budget Accounting Book Entries:

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

| \$2m

Expense Sub Accounts (Expense)

_____D_____C_____

\$2m |

Open the Actuals Books. Make an entry in the actuals accounting book. Record expected funds for the fiscal year – grants awarded and rebates expected.

- Validate the fund.
- Validate the reference account.
- Account for known awards. \$12,000,000 for Federal WIC Food \$8,000,000 for Federal WIC NSA - Administrative
- Etc.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
05	1	10/2000	10/01/2000	2001 Federal Award Annual Allotment	WICF	A	Fed WIC Pgm WIC Food	Accounts Receivable		\$12,000,000.00	D
05	2	10/2000	10/01/2000	2001 Federal Award Annual Allotment	WICF	A	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$12,000,000.00	C

Actuals Accounting Book Entries:

Accounts Receivable (Asset)

_____ D _____ C _____
\$12m |

Revenue/Sales/Funds/Rebates (Income)

_____ D _____ C _____
| \$12m

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
06	1	10/2000	10/01/00	2001 Federal Award Annual Allotment	WICN	A	Fed WIC Pgm NSA Admin.	Accounts Receivable		\$8,000,000.00	D
06	2	10/2000	10/01/00	2001 Federal Award Annual Allotment	WICN	A	Fed WIC Pgm NSA Admin.	Revenue/ Sales/ Fund/ Rebate		\$8,000,000.00	C

Actuals Accounting Book Entries:

Accounts Receivable (Asset)

_____D_____C_____

\$8m |

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

| \$8m

Options for planning for a fund balance surplus on the opening entry. Record expected funds for the fiscal year – award and anticipated surplus.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
06	1	10/2000	10/01/00	2001 Federal Award Annual Allotment	WICN	A	Fed WIC Pgm NSA Admin.	Accounts Receivable		\$7,999,000.00	D
06	1	10/2000	10/01/00	2001 Federal Award Annual Allotment	WICN	A	Fed WIC Pgm NSA Admin.	Fund Balance		\$1,000.00	D
06	2	10/2000	10/01/00	2001 Federal Award Annual Allotment	WICN	A	Fed WIC Pgm NSA Admin.	Revenue/ Sales/ Fund/ Rebate		\$8,000,000.00	C

Actuals Accounting Book Entries:

Accounts Receivable (Asset)

_____D_____C_____

\$7,999t |

Fund Balance Estimated Surplus (Fund Balance)

_____D_____C_____

\$1t |

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

| \$8m

Open the Actuals Books. Make an entry in the actuals accounting book. Record cash allotments (draw-downs) received for this accounting period.

- Validate the fund.
- Validate the reference account.
- Account for cash received. \$3,000,000 for Federal WIC Food \$1,000,000 for Federal WIC NSA - Administrative
- Etc.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
07	1	10/2000	10/15/2000	2001 Federal Allotment Received – 1st Quarter	WICF	A	Fed WIC Pgm WIC Food	Accounts Receivable		\$3,000,000.00	C
07	2	10/2000	10/15/2000	2001 Federal Allotment Received – 1st Quarter	WICF	A	Fed WIC Pgm WIC Food	Cash		\$3,000,000.00	D

Actuals Accounting Book Entries:

Accounts Receivable (Asset)

_____D_____C_____

| \$3m

Cash (Asset)

_____D_____C_____

\$3m |

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
08	1	10/2000	10/15/2000	2001 Federal Allotment Received – 1st Quarter	WICN	A	Fed WIC Pgm NSA Admin.	Accounts Receivable		\$1,000,000.00	C
08	2	10/2000	10/15/2000	2001 Federal Allotment Received – 1st Quarter	WICN	A	Fed WIC Pgm NSA Admin.	Cash		\$1,000,000.00	D

Actuals Accounting Book Entries:

Accounts Receivable (Asset)

_____D_____C_____

| \$1m

Cash (Asset)

_____D_____C_____

\$1m |

Open the actuals books. Make an entry in the actuals accounting book. Record Actuals Paid for this accounting period.

- Validate the fund.
- Validate the reference account.
- Account for cash paid. \$1,000,000 for Federal WIC Food \$300,000 for Federal WIC NSA - Administrative
- Etc.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
09	1	10/2000	10/31/2000	2001 Federal October Actuals	WICF	A	Fed WIC Pgm WIC Food	Cash		\$1,000,000.00	C
09	2	10/2000	10/31/2000	2001 Federal October Actuals	WICF	A	Fed WIC Pgm WIC Food	Expense - Food		\$1,000,000.00	D

Actuals Accounting Book Entries:

Cash (Asset)

_____D_____C_____

| \$1m

Food (Expense)

_____D_____C_____

\$1m |

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
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10	1	10/2000	10/31/2000	2001 Federal October Actuals	WICN	A	Fed WIC Pgm NSA Admin.	Cash		\$1,000,000.00	C
10	2	10/2000	10/31/2000	2001 Federal October Actuals	WICN	A	Fed WIC Pgm NSA Admin.	Expense - Salaries		\$20,000.00	D
10	3	10/2000	10/31/2000	2001 Federal October Actuals	WICN	A	Fed WIC Pgm NSA Admin.	Expense – Fringe Benefits		\$10,000.00	D
10	4	10/2000	10/31/2000	2001 Federal October Actuals	WICN	A	Fed WIC Pgm NSA Admin.	Expense – Office Space		\$10,000.00	D
10	5	10/2000	10/31/2000	2001 Federal October Actuals	WICN	A	Fed WIC Pgm NSA Admin.	Expense - Telephone		\$1,000.00	D
10	6	10/2000	10/31/2000	2001 Federal October Actuals	WICN	A	Fed WIC Pgm NSA Admin.	Expense - Printing		\$8,000.00	D
10	7	10/2000	10/31/2000	2001 Federal October Actuals	WICN	A	Fed WIC Pgm NSA Admin.	Expense - Telephone		\$1,000.00	D
10	8	10/2000	10/31/2000	2001 Federal October Actuals	WICN	A	Fed WIC Pgm NSA Admin.	Expense – Office Equip		\$50,000.00	D
10	8	10/2000	10/31/2000	2001 Federal October Actuals	WICN	A	Fed WIC Pgm NSA Admin.	Expense – Etc.		\$900,000.00	D

Actuals Accounting Book Entries:

Cash (Asset)

_____D_____C_____

| \$1m

Expense Sub Accounts (Expense)

_____D_____C_____

\$20t |

\$10t |

\$10t |

\$ 1t |

\$ 8t |

\$ 1t |

\$50t |
\$900t |

Open the Actuals Books. Make an entry in the actuals accounting book. Record rebates invoiced for this accounting period.

- Validate the fund.
- Validate the reference account.
- Account for Rebates Invoiced for October Redemptions. \$500,000 in Manufacturer Rebates for State WIC Food

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
11	1	10/2000	10/31/2000	2001 October Rebates Invoiced	WICF	A	Fed WIC Pgm WIC Food	Accounts Receivable		\$500,000.00	D
11	2	10/2000	10/31/2000	2001 October Rebates Invoiced	WICF	A	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$500,000.00	C

Actuals Accounting Book Entries:

Accounts Receivable (Asset)
____D____C_____
\$500t |

Revenue/Sales/Funds/Rebates (Income)
____D____C_____
| \$500t

Open the Actuals Books. Make an entry in the actuals accounting book. Record payment received for rebates invoiced for the accounting period.

- Validate the fund.
- Validate the reference account.
- Account for Rebate Payment Received. \$500,000 in Manufacturer Rebates for State WIC Food

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
11	1	10/2000	10/31/2000	2001 October Rebate	WICF	A	Fed WIC Pgm WIC	Accounts Receivable		\$500,000.00	C

				Payment			Food				
11	2	10/2000	10/31/2000	2001 October Rebate Payment	WICF	A	Fed WIC Pgm WIC Food	Cash		\$500,000.00	D

Actuals Accounting Book Entries:

Accounts Receivable (Asset)

_____ D _____ C _____

\$500t |

Cash (Asset)

_____ D _____ C _____

| \$500t

Open the budget books. Make an entry in the budget accounting book. Record expected funds for the fiscal year – supplemental grants awarded.

- Set up the fund(s).
- Set up the reference account.
- Budget for known awards. \$2,000,000 for Federal WIC Food
- Etc.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
01	1	12/2000	12/15/2000	2001 Federal Supplemental Award Allotment - January	WICF 2	B	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$2,000,000.00	C
01	2	12/2000	12/15/2000	2001 Federal Supplemental Award Allotment - January	WICF 2	B	Fed WIC Pgm WIC Food	Expense - Food		\$2,000,000.00	D

Budget Accounting Book Entries:

Revenue/Sales/Funds/Rebates (Income)

_____ D _____ C _____

| \$2m

Expense Sub Accounts (Expense)

_____D_____C_____

\$2m |

Open the Actuals Books. Make an entry in the actuals accounting book. Record funds allotted for the fiscal year – supplemental award received.

- Validate the fund.
- Validate the reference account.
- Account for known awards. \$2,000,000 for Federal WIC Food
- Etc.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
05	1	1/2001	1/31/2001	2001 Federal Supplemental Allotment Received - January	WICF 2	A	Fed WIC Pgm WIC Food	Accounts Receivable		\$2,000,000.00	D
05	2	1/2001	1/31/2001	2001 Federal Supplemental Allotment Received - January	WICF 2	A	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$2,000,000.00	C

Actuals Accounting Book Entries:

Accounts Receivable (Asset)

_____D_____C_____

\$2m |

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

| \$2m

Open the budget books. Make an entry in the budget accounting book. Record penalty assessed for the fiscal year.

- Set up the fund(s).
- Set up the reference account.
- Account for penalty. \$500,000 for Federal WIC Food
- Etc.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Account Name	Natural Account	Agency	Amount	D/C
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01	1	7/2001	7/31/2001	2001 Federal Penalty Award Allotment - July	WICF 2	B	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$2,000,000.00	C
01	2	7/2001	7/31/2001	2001 Federal Penalty Award Allotment - July	WICF 2	B	Fed WIC Pgm WIC Food	Expense - Food		\$2,000,000.00	D

Budget Accounting Book Entries:

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

| \$2m

Expense Sub Accounts (Expense)

_____D_____C_____

\$2m |

Open the Actuals Books. Make an entry in the actuals accounting book. Record penalty assessed for the fiscal year.

- Validate the fund.
- Validate the reference account.
- Account for penalty. \$500,000 for Federal WIC Food
- Etc.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Account Name	Natural Account	Agency	Amount	D/C
05	1	7/2001	7/31/2001	2001 Federal Penalty Allotment Received - July	WICF 3	A	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$500,000.00	D
05	2	7/2001	7/31/2001	2001 Federal Penalty Allotment Received - July	WICF 3	A	Fed WIC Pgm WIC Food	Accounts Receivable		\$500,000.00	C

Actuals Accounting Book Entries:

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

\$2m |

Accounts Receivable (Asset)

_____D_____C_____

| \$2m

Set up the projections for budget worksheet with Forecast. (Forecast is used to generate the value in the projected column on the fund budget expenditures worksheet. The value could be typed into the spreadsheet in lieu of generating forecast journal entries.)

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Account Name	Natural Account	Agency	Amount	D/C
01	1	10/2000	10/01/2000	2001 Federal Award Annual Allotment	WICF	F	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$12,000,000.00	C
01	2	10/2000	10/01/2000	2001 Federal Award Annual Allotment	WICF	F	Fed WIC Pgm WIC Food	Expense - Food		\$12,000,000.00	D

Forecast Accounting Book Entries:

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

| \$12m

Expense Sub Accounts (Expense)

_____D_____C_____

\$12m |

Receive notice of State Grant Award is similar to previous fund examples.

- Validate the fund.
- Validate the reference account.
- Set up the budget. (\$6,000,000 for Food and \$3,000,000 for Administrative)
- Account for award allotment received.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Account Name	Natural Account	Agency	Amount	D/C
999	1	10/2000	10/01/00	2001 State Annual Allotment	SWIC F	B	State WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebates		\$600,000.00	D

999	2	10/2000	10/01/00	2001 State Annual Allotment	SWIC F	B	State WIC Pgm WIC Food	Expense - Food		\$600,000.00	C
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Receive notice of MIS grant award is similar to previous fund examples.

- Validate the fund.
- Validate the reference account.
- Set up the budget. (\$2,000,000 for Administrative Software)
- Account for award allotment received.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Account Name	Natural Account	Agency	Amount	D/C
999	1	10/2000	10/01/00	2001 MIS Annual Allotment	MIS01	B	Fed WIC Pgm WIC MIS	Revenue/ Sales/ Fund/ Rebates		\$2,000,000.00	D
999	2	10/2000	10/01/00	2001 MIS Annual Allotment	MIS01	B	Fed WIC Pgm WIC MIS	Admin. Software		\$2,000,000.00	C

Receive notice of any fund is similar to previous fund examples. (WIC, Farmer's Market Award, MIS, In-Kind, Support, etc.)

- Receive actual food data regularly and summarize monthly to record the journal entry.
- There is an opportunity to generate the journal entries by summarizing data from the WIC database that can be imported into the financial system
- Receive actual administrative expenditures regularly from the State Department of Accounting and summarize them monthly to record the journal entries.

Open the Actuals Books. Make an entry in the actuals accounting book. Record year-end closing entries for the fiscal year. See the notes after the last close example.

- Roll Balances to bring each Revenue and Cash account to zero
- Surplus To Carry Forward Fund Account
- Deficit To Spend Back Fund Account
- Cash Account is Zero, No entry (because of draw-downs for exact amounts needed)
- Etc.
- Decrease A/R and Decrease Revenue for the balance of the Award Granted amount that will not be drawn from the fund.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
11	1	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close - Surplus	WICF	A	Fed WIC Pgm WIC Food	Accounts Receivable		\$1,000.00	C
11	2	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close – Surplus	WICF	A	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$1,000.00	D

Actuals Accounting Book Entries:

Accounts Receivable (Asset)

_____D_____C_____

| \$1t

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

\$1t |

OR – if a surplus was estimated:

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
11	1	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close – Surplus	WICF	A	Fed WIC Pgm WIC Food	Fund Balance		\$1,000.00	C
11	2	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close – Surplus	WICF	A	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$1,000.00	D

Actuals Accounting Book Entries:

Fund Balance (Fund Balance)

_____D_____C_____

| \$1t

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

\$1t |

If cash has a debit (positive) balance, there is a surplus and cash must be set to zero:

- If required, the balance may need to be returned. Credit Cash / Debit Account to Return Surplus Amount
- If approved, the balance may be carried over. Credit Cash / Debit Fund Balance or Carry Forward

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
11	1	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close - Surplus	WICF	A	Fed WIC Pgm WIC Food	Cash		\$1,000.00	C
11	2	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close - Surplus	WICF	A	Fed WIC Pgm WIC Food	Fund Balance – Food		\$1,000.00	D

Actuals Accounting Book Entries:

Cash (Asset)

_____D_____C_____

| \$1t

Fund Balance (Asset)

_____D_____C_____

\$1t |

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
11	1	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close – Surplus	WICF	A	Fed WIC Pgm WIC Food	Fund Balance - Food		\$1,000.00	C
11	2	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close – Surplus	WICF	A	Fed WIC Pgm WIC Food	Carry Forward – Food		\$1,000.00	D

Actuals Accounting Book Entries:

Fund Balance (Asset)

_____D_____C_____

\$1t |

Carry Forward (Asset)

_____D_____C_____

| \$1t

If cash has a credit (negative) balance, there is a deficit and cash must be set to zero:

- If approved, the balance may be supplemented from next year's grant. Debit Cash and Credit Fund Balance or Spend Back

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
11	1	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close -Spend Back	WICN	A	Fed WIC Pgm WIC Admin	Cash		\$5,000.00	D
11	2	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close - Spend Back	WICN	A	Fed WIC Pgm WIC Admin	Spend Back - NSA		\$5,000.00	C

Actuals Accounting Book Entries:

Cash (Asset)

_____D_____C_____

\$5t |

Fund Balance = deficit balance

_____D_____C_____

| \$5t

If a deficit fund balance was anticipated:

- If approved, the balance may be supplemented from next year's grant. Debit Fund Balance and Credit Spend Back

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
11	1	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close -Spend	WICN	A	Fed WIC Pgm WIC Admin	Fund Balance - NSA		\$5,000.00	D

				Back							
11	2	9/2001	9/30/2001	2001 Federal Fiscal Year-End Close - Spend Back	WICF N	A	Fed WIC Pgm WIC Admin	Spend Back - NSA		\$5,000.00	C

Actuals Accounting Book Entries:

Fund Balance (Asset)

_____D_____C_____

\$5t |

Spend Back (Liability)

_____D_____C_____

| \$5t

Open the Actuals Books. Make an entry in the actuals accounting book. Record year-begin opening entries for the fiscal year for Carry Forward and Spend Back.

- Carry Forward Fund Account FFY 2002
- Spend Back Fund Account FFY 2002
- Etc.

Carry Forward Fund:

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
11	1	10/2001	10/01/2001	2002 Federal Fiscal Year-End Begin - Carry Forward	WICF CF	A	Fed WIC Pgm WIC Food	Accounts Receivable – Food		\$1,000.00	D
11	2	10/2001	10/01/2001	2002 Federal Fiscal Year-End Begin - Carry Forward	WICF CF	A	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate		\$1,000.00	C

Actuals Accounting Book Entries:

Accounts Receivable (Asset)

_____D_____C_____

\$1t |

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

| \$1t

Accounting entry on next year's fund to show the spend back liability for the prior year's fund expenditures.

Jrnl ID	Seq	Accounting Period	Trans Date	Transaction Description	Fund	Bdgt/ Actual/ Fcast	Financial Account	Natural Account	Agency	Amount	D/C
11	1	10/2001	10/01/2001	2002 Federal Fiscal Year-End Begin - Carry Forward	WICF	A	Fed WIC Pgm WIC Food	Spend Back (A/R) - NSA		\$5,000.00	C
11	2	10/2001	10/01/2001	2002 Federal Fiscal Year-End Begin - Carry Forward	WICF	A	Fed WIC Pgm WIC Food	Revenue/ Sales/ Fund/ Rebate - Food		\$5,000.00	D

Actuals Accounting Book Entries:

Spend Back (Liability)

_____D_____C_____

| \$5t

Revenue/Sales/Funds/Rebates (Income)

_____D_____C_____

\$5t |

Closing Fiscal Year for a Selected Fund.

**** The Actual Books, Budget Books and the Forecast Books should be at zero based on planning.**

The balance (Revenue minus Expenses) must be zero for expendable funds. All Asset and Liability accounts must be setting at a zero balance. Accounts Receivable and Accounts Payable must have been resolved and set to zero.

Upon approval, the Carry Forward and Spend Back Fund Balance Accounts may be used to set the fund balance to zero.

Journal entries must be made to roll asset accounts balances to zero for the closing year. The surplus estimated will not be drawn, reducing the Revenue. The cash drawn and not expended may need to be returned. The surplus or deficit fund balance, may approved for carry forward or spend back funds from the following fiscal year first period.

Outstanding issues:

- Splitting expenditures between fund years.
- Identify expenditures for each fiscal year and properly classify into the journal.
- May need to use additional columns to generate the spreadsheet that hold up to six months after the year-end closeout month (Oct-Mar). Then total them into one “Post Period” column that is displayed in the Fund Budget Worksheet.

Projecting.

- Will need use additional hidden columns to project the first month on the FNS-798.